



City of San Bruno

City Council Adopted 2005-06 General Fund,
Special Revenue Funds, and Enterprise Funds Budget



**CITY COUNCIL ADOPTED 2005-06
GENERAL FUND, SPECIAL REVENUE FUNDS,
AND ENTERPRISE FUNDS BUDGET**

CITY OF SAN BRUNO CITY COUNCIL

Larry Franzella, Mayor

Jim Ruane, Vice Mayor

Irene O'Connell

Chris Pallas

Ken Ibarra

CITY MANAGER

Connie Jackson

DEPARTMENT DIRECTORS

Pamela Thompson City Attorney

Ed Simon City Clerk*

Karen Hornung City Treasurer*

Tenzin Gyaltzen Cable Television Director

Jim O'Leary Finance Director

Lee Violet Chief of Police

Dan Voreyer Fire Chief

Larry Mazzuca Recreation Services Director

Scott Munns Public Works Director

Terry Jackson Library Services Director &
Interim Community Development Director

* Elected Officials

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SPECIAL REVENUE FUNDS, AND ENTERPRISE FUNDS BUDGET

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CITY OF SAN BRUNO OVERVIEW

The City of San Bruno takes its name from the neighboring San Bruno Mountain, named by explorer Captain Bruno Heceta in 1775 after his patron saint, Saint Bruno the Confessor. The City of San Bruno's location sits at the crossroads of the two main paths around San Bruno Mountain that existed at the time of Captain Heceta, Bayshore Road and Mission Road/Railroad.

By the 1880's, San Bruno had developed from wilderness to ranch land to supply San Francisco with horses, milk, and meat. After the San Francisco earthquake and fire in 1906, many San Franciscans migrated to outlying communities including San Bruno. During this time the San Bruno Park Addition and other new neighborhoods sprang up in the area until 1914 when San Bruno became an incorporated municipality of approximately 1,400 residents.

San Bruno was known as a rural town until the 1940s when two events changed the city dramatically. First, the use of the Tanforan horseracing track during World War II for the internment of American Citizens of Japanese descent led to the creation of a permanent military presence in the city. Thousands of military personnel went through San Bruno on their way to and from military outposts in the Pacific and upon their return from war many of the military personnel decided to settle in the area.

The second event of the 1940s that changed San Bruno was the purchase and development of much of the San Bruno land owned by the Mills family, founders of the Bank of California. The new owner, George Williams, built houses for the vast number of military support personnel and veterans returning from the war. Soon after Williams developed the Mills Park Addition, the western hills of San Bruno were also developed with housing. The housing boom that took place between the 1940's and 1960's transformed San Bruno from a town of about 6,500 in 1940 to a population of over 35,000 by the mid 1960's. Since then the population has stabilized due to a lack of available land. Currently, there are about 41,000 residents in San Bruno.

At the beginning of the new millennium, San Bruno is again at a major crossroads in its history. In 2000, the Bay Area Rapid Transit (BART) system opened a station in San Bruno conveniently linking San Bruno to San Francisco and the East Bay. Also in 2000, the United States Government sold at auction a majority of its San Bruno military base to a private developer. In 2005, transformation is well underway of the former military installation into a vibrant transit oriented mixed-use development named The Crossing. When complete The Crossing will be comprised of for-sale and rental residential housing, senior housing, a major hotel, and commercial space.

In 2003 the Tanforan shopping center began a major redevelopment of the interior mall to expand and modernize facility amenities. Scheduled to open in Fall 2005, the new Shops at Tanforan will transform the mall into a vibrant gathering place for the community and shoppers to enjoy a unique selection of retail stores, restaurants, and entertainment opportunities.

The new millennium has provided San Bruno with exciting opportunities for revitalization and transformation just as was the case in earlier days. As in Captain Heceta's day, San Bruno remains at the crossroads between San Francisco and the world.

Introduction

CITY GEOGRAPHY

The City of San Bruno is located approximately 12 miles south of the City of San Francisco and is bordered by the communities of South San Francisco to the north, Millbrae to the south, Pacifica to the West and San Francisco International Airport to the east.

CITY AUTHORITY

The City is a general law city under California State law and its rights, powers, privileges, authority and functions are established through the State constitution and State law. The powers granted California cities by state statute include the power to: sue and be sued; purchase, receive by gift or bequest and hold land, make contracts and purchases and hold personal property necessary to the exercise of its powers; manage, sell, lease, or otherwise dispose of its property as the interest of its inhabitants require; levy and collect taxes as authorized by law and exercise such other and further powers as may be especially conferred by law or as may be necessarily implied from those expressed.

ELECTED OFFICIALS

The voters of San Bruno elect a Mayor, four City Council members, a City Clerk, and a Treasurer. With the exception of the Mayor who is elected to a two-year term, the elected officials serve overlapping four-year terms. The City Council sets policy and exercises legislative authority of the City. By City Ordinance, the City Council holds meetings on the second and fourth Tuesday of every month and at such other times as, in the opinion of the Council, the public interest may require. The current elected officials and the dates upon which their respective terms expire are as follows:

Mayor	Larry Franzella	November 2005
Vice Mayor	Jim Ruane	November 2007
Member	Ken Ibarra	November 2005
Member	Irene O'Connell	November 2007
Member	Chris Pallas	November 2005
City Clerk	Ed Simon	November 2005
City Treasurer	Karen Bava-Hornung	November 2005

ADMINISTRATION & MANAGEMENT

The City Council appoints the City Manager who appoints other City officials and is charged with overseeing the City's daily operations. Many boards, commissions, and committees assist the City Council and Administration in carrying out various aspects and functions of city government.

CITY SERVICES

The City provides a wide range of services to its residents including public safety protection through Police and Fire; the construction and maintenance of streets and infrastructure including water, wastewater, and stormwater services; community development through planning, building inspection, code enforcement, and the Redevelopment Agency; parks maintenance and full recreation services; library services; cable television and broadband internet services; and financial management and administration of the overall organization. Other entities within the city-incorporated area provide service to the City's population even though the City may not exercise oversight responsibility or fiscal control over such entities; these entities include school districts and other special districts.

DOCUMENT ORGANIZATION

The City Council's Adopted 2005-06 General Fund, Special Revenue Funds, and Enterprise Funds Budget is a comprehensive one-year financial plan for the City's operating funds. In addition to the operating funds budget, the City prepares an annual Capital Improvement Program Budget that identifies the major capital projects with appropriations and activity that typically spans two or more fiscal years. The primary sections of the document include:

City Manager's Message – A summary prepared by the City's chief executive of the major fiscal and policy issues contained within the budget document.

Financial Summaries – A financial overview of the City's major funds indicating the projected June 30, 2006 financial position of each fund. All funds present a balanced 2005-06 budgets.

Operating Budgets – A detailed description of departmental activities and approved expenditures. Organized by major umbrella department the budgets most typically follow the responsibilities assigned to a single department head, with the exception of General Administration which is citywide support services.

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INTEROFFICE MEMORANDUM

CITY OF SAN BRUNO

CITY MANAGER

June 16, 2005

Honorable Mayor and Members of the City Council:

I am pleased to submit the City Manager's Proposed General Fund, Special Revenue, and Enterprise Funds Budget for 2005-06. For the third consecutive year, this budget is the product of a focused and successful citywide effort to meet the challenges of a constrained and declining revenue base and respond to increasing community service needs. The Proposed Budget is presented for your review, consideration, and adoption effective for the fiscal year beginning July 1, 2005.

The Proposed Budget suspends the use of the biennial planning process, continuing the approach used in the previous year for preparing the General Fund and Special Revenue Funds Budget for 2005-06. Similarly, the Enterprise Fund budgets are presented for the single 2005-06 year.

The benefits of the two-year budgeting process are out-weighted by the level of uncertainty regarding future City revenues and expenditures in the current environment. The City continues to face changes in the operating and fiscal environment, and the effects of operating cost increases, new service requirements, and revenue reductions. Estimates beyond 2005-06 would require greater certainty regarding the economy, future state actions, and costs components for some segments of the municipal operations.

BUDGET PURPOSE AND INTRODUCTION

As a comprehensive statement of the City's organization, operations, and resources, the budget is intended to communicate and implement City Council policy related to City operations and to serve a variety of purposes and audiences. The budget is the plan and the resource allocation that guides and assures implementation of City Council policy and priorities. Preparation of the budget relies first on the City Council's policy formation and direction. The budget is prepared to implement the City Council's vision and direction for availability of the broad range of services meeting the needs of all segments of the community in accordance with the Council's policy.

Following City Council review of this Proposed Budget, an adopted budget that fully incorporates any additional City Council direction will be prepared. For the public, the budget presents information that identifies programs to be funded by amount and with sufficient explanation. Finally, City personnel utilize the budget throughout the year as a working document to gauge progress on policies and programs and to monitor expenditures.

The 2005-06 Proposed Budget continues budget reductions and programs/service changes responding to the City's recent budget deficits. Additionally, the Proposed Budget maintains all services and programs at the previously determined levels, except in very limited areas where priority service enhancements are proposed for City Council consideration.

OVERALL BUDGET APPROPRIATIONS

With the implementation of a one-year budget, only two budget documents must be considered to examine the total, overall City budget for 2005-06. This General Fund, Special Revenue Funds, and Enterprise Funds Budget and the Capital Improvement Program (CIP) Budget cover the 2005-06 fiscal year. The CIP will be prepared for City Council review and approval in the next few months.

The combined City General Fund and Special Revenue Funds, and Enterprise Funds, expenditures for 2004-05, and the proposed budget expenditures for 2005-06, including inter-fund transfers, are summarized for comparison as follows:

GENERAL FUND, SPECIAL REVENUE FUNDS, ENTERPRISE FUNDS, AND CAPITAL BUDGETS

	<u>2004-05</u>	<u>2005-06</u>
General Fund	\$26,535,100	\$29,637,400
Special Revenue Funds	10,257,500	10,612,500
Enterprise Funds	22,013,300	20,728,500
Capital Improvement	2,428,900	Approval, September 2005

The General Fund, Special Revenue Funds, and the Enterprise budgets account for distinct municipal functions. The General Fund is the City's main operating fund for traditional, tax-supported municipal services. Police, fire, library, recreation, engineering, street and parks/landscape maintenance, and general government functions are supported by General Fund revenues.

Special Revenue Funds are made up of activities with special, dedicated revenue support. Funding restrictions limit use of these moneys to such activities as redevelopment, airport noise insulation, Gas Tax street maintenance, and other Federal and State funded programs.

The Enterprise Funds include the City's four business-type operations. The Water, Wastewater, Stormwater, and the San Bruno Cable Television Funds provide City services within budgets that are designed with rates to fully recover operating costs through user charges. Consumers of these services pay for the cost of the services used.

CITY COUNCIL BUDGET PRIORITY FOCUS

Beginning in early 2003-04, trends of lower revenues showed the likelihood of a General Fund deficit during the year, and further negatively impacting the projected revenue/expenditure balance in 2004-05. Major revenues continued to decline (at best showing no growth for a third year), the State aggressively seized local government revenues, and an unprecedented one-year increase in employee retirement costs were identified for impacting the City's General Fund in 2004-05.

The City Council took a series of actions during the year to address the deficits in 2003-04 and 2004-05. Based on the forecasts for the General Fund, the City Council adopted the following deficit reduction action plans:

1. Budget Deficit Response Plan (July 1, 2003). The Plan froze 7 full-time and 3 part-time vacant positions, implemented spending cuts in employee training, travel, and conference attendance, new equipment purchases and supply expenditures, and reduced General Fund expenditures by extending the scheduled replacement of all City vehicles and equipment by one year (reducing the General Fund expense of transferring funds to the Equipment Reserve). This Plan reduced annual expenditures by \$1,897,000.
2. Budget Reorganization and Revision Plan (December 15, 2003). This Plan froze an additional 5 full-time positions, called for periodic but limited reductions in the number of fire apparatus in service, and curtailed both park and street maintenance. This Plan reduced annual expenditures by \$1,265,500; yet required the use of General Fund reserves (\$428,800) to balance revenues/expenditures in 2003-04.

In April 2004, the General Fund deficit continued to be projected for 2004-05 despite the significant expenditure reductions in these two deficit reduction plans approved by the City Council. In addition, the City needed options to insure adequate employee salary and benefit compensation in light of the projected employee retirement costs, existing

employee memorandum of understandings, and open labor agreements. In response, the City Council approved the 2004-05 Budget Strategies on April 27, 2004 which called for the further reduction of 10.5 positions from the City workforce. The Budget Strategies impacted a projected budget gap of \$2,854,000.

On March 8, 2005, the City Council initiated the planning and goal setting process for the 2005-06 budget. Planning alternatives addressing the continuing revenue/expenditure deficit included options to further reduce public service expenditures, defer hiring authorized positions, General Fund revenue enhancements, and non-recurring (one-time) measures. This planning process also addressed the significant impacts brought about by the revenue, expenditure, and service level reductions the City continues to experience. The City Council agreed upon and articulated the following Budget Priority Focus for 2005-06:

2005-06 BUDGET PRIORITY FOCUS

1. Develop a Strong Economic Base to Promote City Economic Vitality

- Develop strategies for maximizing City revenues from all sources, including City-owned property and other assets.
- Develop strategic vision and specific plans for Downtown and the El Camino Real corridor. Redefine geographic perception of Downtown boundary and promote more intense business and residential development in Downtown.
- Evaluate the capacity of existing infrastructure (east of El Camino Real) to support desired economic development.
- Retain and enhance existing businesses through pro-business public/private partnerships and promote the City's support for quality development.
- Review ordinances and development policies that may impede the present and future economic development needs of the City.
- Use City revenue-generating capability as key criteria in planning future community development and apply full City cost recovery to all private development efforts.
- Plan for City resource allocations necessary with in mission critical departments for timely completion of existing critical development projects.

2. Attain Excellence in Customer Service Delivery

- Encourage employees to create added value in each transaction by offering assistance to residents/businesses across department boundaries.
- Establish and promote customer service delivery standards and coordinate with employee orientation.
- Examine and eliminate policies and practices that inhibit excellent customer service.
- Maximize use of City publications and resources for communicating with the public and increase use of technology in serving City customers.
- Expand one-stop options for City customers.
- Recognize and address ethnic and other diverse customer needs.
- Identify and develop specific opportunities to solicit and evaluate citizen and customer input and feedback.

3. Enhance the City's Appearance and Image in a Manner Responsive to the Community's Needs and Interests

- Enhance community appearance in neighborhood and business districts through strict and comprehensive code enforcement effort.
- Develop design standards for key City corridors.
- Pursue the availability of first-rate public facilities that project and reflect the image of community.
- Develop and implement City gateway entrance design and standards.
- Develop City directed and cooperative campaign for enhanced neighborhood and business appearance.
- Enhance tree and other landscape installation and maintenance along public streets, ways, and public easements.
- Improve roadway and sidewalk maintenance to insure user safety, aesthetics, and operations.

The above Priority Focus has guided the preparation of the City Manager's Proposed Budget. The Priority Focus is addressed throughout the Proposed Budget in each of the departmental budget presentations.

PROPOSED 2005-06 BUDGET OVERVIEW

The Proposed Budget incorporates the estimated revenues and planned expenditures for all General Fund, Special Revenue Funds, Enterprise Funds, including Internal Service Funds and other agency funds. The revenue total for all funds in the Proposed Budget is projected at \$62,433,200. Total expenditures amount to \$60,978,400.

GENERAL FUND

The General Fund finances the operations of the City that have no special or dedicated revenue sources. This Fund pays for the basic operations of the City. Over one-half of the General Fund revenue (\$16,342,300) is allocated to support public safety activities. Proposed 2005-06 General Fund expenditures total \$29,637,400. Expected revenues, including inter-fund transfers in the amount of \$29,513,500, finance these anticipated expenditures. A transfer from the General Fund (PERS) Reserve (\$553,700) is proposed to cover the General Fund operating deficit for 2005-06.

In addition to the base Proposed Budget, several service enhancements are proposed impacting the General Fund by an additional \$256,200. A higher than anticipated beginning fund balance from 2004-05 and an additional transfer from the General Fund (PERS) Reserve is proposed to finance the service enhancements.

GENERAL FUND REVENUE

Economic conditions over the past 3-years have eroded General Fund revenues traditionally received by governments including cities, local districts, and counties. Fall-off of sales tax and business and leisure travel taxes (transient occupancy and airport parking taxes) revenue impacts most cities in San Mateo County and throughout California. The diversity of San Bruno's General Fund revenues benefits the City but by no means insulates it from this resulting revenue/expenditure gap.

Beginning in 2001-02, the City experienced declines in most major revenue sources including sales, transient occupancy, and airport parking taxes. Estimates used in preparation of the 2005-06 Proposed Budget show projections from these sources reduced by \$850,000 from what the City received in 2001-02.

State budget actions again adversely impact the City in 2005-06. On May 13, 2004, the League of California Cities General Assembly approved a budget compromise plan that the League negotiated with the Governor. The approved budget agreement for 2004-05

took greater property tax revenue from the City for two years, in 2004-05 and in 2005-06. The Proposed Budget anticipates and includes a substantial reduction of revenues to the State of \$497,000. This is equal to what the City lost to shifts to the State in 2003-04 and 2004-05.

During 2005-06, revenues from taxes, franchises, use of money and property, and department revenue are projected to increase by 6%. Overall available revenue, including transfers, will increase by 5%. Of the \$28,141,500 in General Fund revenue in 2005-06, approximately 65% is generated from only six sources: sales tax, property tax, transient occupancy taxes, motor vehicle license fees, and various business taxes.

Sales tax revenue will amount to \$6,667,000 in 2005-06, nearly 23% of the total General Fund revenue. Although sales tax revenue is projected to increase by 9% above the 2004-05 projections, this revenue is highly volatile since the level of consumer retail spending directly impacts it. Weak economic conditions in San Mateo County have undermined growth in this vital City revenue source in recent years.

The increase for 2005-06 is related to the anticipated reopening of the Shops at Tanforan regional shopping center in time for the 2005 Christmas shopping season. Successfully maintaining oversight to keep this important project on track and on schedule has been a priority work effort over the past year. In addition, \$250,000 of the sales tax increase is related to the sales tax (triple flip) payment delay from 2004-05. Improvement in the City's sales tax revenue beginning in 2005-06 is the most significant element of the 2005-06 revenue forecast.

The strong Peninsula housing market positively impacts City property tax revenues, which is the fastest growing segment of the City's tax revenue at over 9% per year. Property tax revenue remains a relatively small proportion (2%) of the City's total General Fund revenue. The Marisol housing development near Skyline College began to be assessed in 2004-05 and will experience additional assessment in 2005-06. Property tax revenue is also higher based on the City receiving a \$303,000 rebate on the \$900,000 Educational Revenue Augmentation Fund (ERAF) shift to San Mateo County in 2005-06.

Transient Occupancy Tax revenues (\$925,000) are only 3% higher than previous projections. Only recently has improvement in the travel/visitor service economic sector begun. The City received over \$1,550,000 in transient occupancy tax in 2000-01. Even with the addition of nearly 200 rooms, revenue from hotel/motels in 2005-06 is projected to remain significantly less than in 2000-01.

The City Council's direction in addressing the General Fund deficits over the past two years has been in part to analyze and consider revenue enhancement options. A one-time transfer from the General Fund (PERS) Reserve (\$685,000) is proposed to cover the General Fund operating deficit for 2005-06. No new sources are recommended for

2005-06 revenues, although this option remains a City Council consideration in place of using one-time reserves

A total of 18-revenue options were looked at in the course of developing the 2004-05 Budget Strategies. Several options could be explored further by the City Council primarily based on the continuing operating deficit projected through 2006-07. Options include:

- 911-Emergency Dispatch User Fee
- Garbage Service Franchise and Cable Television Equity Transfer Rate Adjustments
- Utility Users Tax (All or selected utilities)
- Benefit Assessment District
- Parcel Tax

GENERAL FUND EXPENDITURES

Proposed 2005-06 base budget General Fund expenditures total \$29,637,400, a 7% increase from the adopted 2004-05 budget. Again, this Fund pays for the basic operations of the City and approximately one-half of total General Fund expenditures support police and fire operations.

The 2004-05 Budget Strategies set the base level for the range of City services funded by the General Fund. The 2005-06 Proposed Budget expressly continues all of the budget reductions and the service levels established last year. Some limited proposed service enhancements are clearly identified within the budget document for specific City Council decision-making.

As discussed later in this message, proposed service enhancements further the achievement of certain key City policy and priority objectives. While most of the proposed enhancements are funded through new, additional revenues, not already included in the base budget, a modest proposed additional amount will be funded through one-time General Fund resources.

At the March 8, 2005 Budget planning work session, staff presented projected 2005-06 revenue and expenditure estimates. These estimates were based on a 4% projected cost increase, plus additional employee salary and benefit costs, for continuation of base service levels without service changes or expansion. On a Citywide basis, these projections have proved to be very accurate and most departmental budgets are

presented at or below this comparative cost increase level. This excellent expenditure containment outcome is a direct result of the ongoing, active budget/expenditure oversight and management efforts provided in every City department.

The City has gradually lost much of its independent ability to manage and control revenues to meet operational and community needs. In this situations efforts to achieve a balanced budget must focus on expenditure reduction and containment. City staff has met this challenge.

A small number of exceptions, where the base budget shows significant changes and higher required expenditure amounts for base services within the General Fund include:

- General Municipal election, November 8, 2005 (\$30,000).
- Independent audit services based on RFP (\$25,000).
- Employee recruitment advertising, employee assistance, and pre-employment medical examinations (\$61,300).
- Recreation class instructor contracts (\$20,000).

The Proposed Budget accounts for an extraordinary level of employee retirement costs that were first imposed in 2004-05. Employees contribute a fixed percentage of income toward their CalPERS retirement benefit and the City contributes a rate that fluctuates annually (0.0% to 14% since 1994) based on the City's retirement plan asset valuation. The CalPERS rates for 2005-06 are 27.9% of salary for Public Safety Plan members and 14.9% of salary for Miscellaneous Plan members. The significant rate increases are necessary because of negative rates of investment return CalPERS experienced over a two-year period. The total General Fund cost for retirement benefits amounts to \$2,950,800.

PROPOSED 2005-06 GENERAL FUND PRIORITY FOCUS SERVICE ENHANCEMENTS

Service reductions, and the associated expenditure reductions, were required to implement the 2004-05 Budget Strategies approved by the City Council. The Budget Strategies continued earlier workforce reductions and required laying-off employees to bring to a total of 25 positions eliminated from the organization. Budget reductions resulted in the total City workforce to be lowered to 241 positions. The General Fund and Special Revenue Funds Budget for 2003-04 included a total of 266 positions. The City General Fund operations experienced a reduction from 204 positions to a total of 179. Service reductions in place include the following:

- Library closed on Sundays.

- Fire Department cross staffing in which one fire apparatus periodically remains out of service for a set time.
- Cut backs in building and facilities maintenance.
- Reduced staff support in the Management Services/City Manager's Office.
- Reduced level of park maintenance.
- City Clerk counter public service restricted.
- Reduced community development public counter service and application processing staff support.
- Curtailed Police administration and support services.
- Cut backs in finance and internal administration.

Part of the planning and review process in developing the Proposed Budget and implementation of the Priority Focus required a close look at how the reduced organizational capacity can be made more effective in addressing key community issues. This review builds upon the City's reorganization efforts undertaken to implement the prior years budget reductions. In order to take advantage of opportunities to move the City forward toward the priority focus objectives, I am recommending that additional operating processes and organizational structure modifications should be made. This includes the addition of new positions in targeted City operational areas in 2005-06. Since new or expanded revenues are projected, the undesirable impact on the General Fund is limited.

PROPOSED GENERAL FUND PRIORITY FOCUS PERSONNEL MODIFICATIONS

- Community Development Department, Building & Safety. An addition of a Senior Building Inspector position is proposed in 2005-06 at an annual cost of \$130,000. This position will provide day-to-day supervision for two building inspectors and two code enforcement officers. This position will provide the capacity for greater technical inspections. Since this cost will be offset by a higher level of revenue, there will be no net impact on the General Fund
- Community Development Department, Building & Safety. An addition of a Plan Review Engineer position is proposed in 2005-06 at an annual cost of \$116,600. This position will provide on-site plan check and reviews, as

well as structural analysis. This function is presently outsourced to a third-party firm. Since this cost will be offset by a higher level of revenue, there will be no net impact on the General Fund

- Fire Department. An addition of a Fire Captain position is proposed in 2005-06 at an annual cost of \$121,000. This position will augment the fire prevention services provided by the Department, including Fire Code compliance, development plan review, and inspection for new construction. The net impact on the General Fund will be \$57,000 with a portion of the cost offset by higher revenues.
- Community Development Department, Planning. An addition of an Assistant Planner position is proposed in 2005-06 at an annual cost of \$83,600. This position will assume responsibility for counter planning activities by concentrating on residential and zoning planning applications. There is no net impact on the General Fund since a higher level of revenue will offset the cost.
- Police Department. An addition of two Police Officer positions is proposed in 2005-06 at an annual cost of \$210,000. In December 1994, The Shops at Tanforan entered into an agreement with the City to fund police services at the center based on the high call volume for services. This funding was discontinued and the officer positions reassigned (vacant positions were eliminated) in 2003 at the beginning of the remodeling project. The service and funding agreement will be reinstated on October when the Shops reopen. The net impact on the General Fund in 2005-06 will be \$65,000 (the future annual impact will be reduced when a full four-quarters of reimbursement occurs).
- Parks and Recreation Department. An addition of one Maintenance Worker (Parks) position is proposed at an annual cost of \$59,000. The position will focus on improving the appearance of street medians throughout the City. This position will be responsible for litter clean up, weed spraying and removal, irrigation, pest control, and inspection and replacement of plant material. Work will be performed on San Mateo Avenue, El Camino Real, Sneath Lane, and San Bruno.
- Police Department. An addition of one Police Officer (School Resource Officer) position is proposed at an annual cost of \$105,000. The position will enhance campus safety, serve as a deterrent to potential risk at risk, and provide an intervention resource for students involved in gang activity and/or with substance abuse problems at Capuchino and Peninsula High Schools and Parkside Junior High School. The net impact on the General

Fund will be \$49,500 based on the San Mateo Union High School District's commitment to partial funding for a two-year period.

OTHER PROPOSED GENERAL FUND PRIORITY FOCUS SERVICE ENHANCEMENTS

- City Council. Fourth issue of the FOCUS newsletter (\$8,000).
- Community Development Department. Planning services including architectural review, land use expertise, project management, economic development analysis for specific plans and legal services (\$145,000, no net impact on General Fund).
- Finance Department. Contracting with a third party vendor to print and mail approximately 96,000 bills and invoices per year to utility customers. This Priority Focus enhancement improves customer service delivery and addresses the customers expressing dissatisfaction with the information content of the City's current utility statement (\$4,900, Water Enterprise Fund, no impact on General Fund).
- Police Department. Restore limited delivery of D.A.R.E program (\$6,000).

2006-07 AND LONG TERM GENERAL FUND OUTLOOK

Despite recent revenue shortfalls and budget deficits, the City is poised to look forward to substantial improvement in the revenue/expenditure balance beyond the immediate 2005-06 budget year. Major economic development plans in place will stimulate local business, generate employment opportunities, and enhance the City's economic stability. Continuing development and build-out of The Crossing/ San Bruno and soon to be completed revitalization of the Shops at Tanforan have significant ongoing financial benefits to the City's General Fund.

Long term fiscal stability for the City organization and operations will continue to be a major focus of the City work effort in the coming year and forward. As projects already in process move to completion, continuing attention will be required to maintain San Bruno as a desirable place to live, work and do business, and to maintain a service level which produces this result. Use of the Redevelopment Agency as a tool to promote private investment in the downtown, a continuing commitment to code enforcement, and evaluation of additional strategies for encouraging business attraction, retention and expansion are among the Priority Focus work items for 2005-06.

REDEVELOPMENT AGENCY

AGENCY REVENUES

The San Bruno Redevelopment Agency first received its tax increment revenue in 2000-01. The City Council and the Redevelopment Agency approved the Redevelopment Plan in August 1999 and established 1998-99 as the base year for determining tax increment. The gross tax increment in 2005-06 will amount to \$2,865,200. Following payment for County administration and pass-through requirements (\$1,232,000), the Agency will receive approximately \$1,633,200, including housing set-aside funds.

The Governor's proposed state budget for 2005-06 again factors an Educational Revenue Augmentation Fund (ERAF) shift of tax increment away from redevelopment agencies. While it is not clear if this will remain an ongoing shift, the San Bruno Redevelopment Agency is in a position to lose about \$70,000 in tax increment by this proposal.

Two basic requirements must be met before a redevelopment agency can receive tax increment funds. First, the redevelopment plan must expressly provide for tax increment financing and secondly, the agency must incur loans or advances, or other indebtedness when carrying out the redevelopment plan.

The Redevelopment Agency's level of tax increment revenues reflects projections at the time of approval of the Redevelopment Plan, adjusted for the pace of development at The Crossing/ San Bruno. The Agency's tax increment results from increases in assessed valuation in the project area above those in place in the base year.

The Redevelopment Plan projections, originally prepared in 1999, anticipated total net tax increment revenues of approximately \$2,336,200 (gross amount of \$3,788,300) in 2005-06. This figure is based on the anticipated assessed values from a majority of the development potential (projected to be in place by 2004-05) at The Crossing I San Bruno and the Shops at Tanforan.

In order to fully cover annual operating expenses, the Redevelopment Agency will again obtain an advance from the City's Equipment Reserve in 2005-06 to provide adequate revenues for anticipated redevelopment activities. The advance of \$150,000 in 2005-06 is the lowest annual amount loaned to the Agency. As previously reported to the Agency Board, the annual operation cost advance is not projected to continue past 2005-06. In 2006-07 it is anticipated that the Agency will have the opportunity to evaluate initiating repayment of amounts previously advanced and/or to undertake new redevelopment projects.

AGENCY EXPENDITURES

Proposed 2005-06 Redevelopment Agency expenditures total \$1,527,400 to further implement the Agency's Redevelopment Plan. Expenditures are projected to rise consistent with the increase in projected tax increment revenue and the financing requirement for the Joint Police Facility. The Agency will fully fund the Housing and Redevelopment Manager position and limited portions of other Community Development personnel supporting the redevelopment program. In addition, expenditures include reimbursement to the General Fund for personnel costs by other departments involved in the delivery of Agency programs, projects and activities.

OTHER SPECIAL REVENUE FUNDS

Other Special Revenue Funds receive revenues designated for specific purposes that match the planned expenditures. Airport noise insulation, street maintenance and reconstruction, and other Federal and State grants and funds significantly augment the basic delivery of City services. The Airport Noise Insulation Program projects receiving revenues of \$2,422,000 and expending \$1,772,000 in 2005-06. A fund deficit at the beginning of the year will be eliminated by June 30, 2005.

WATER ENTERPRISE FUND

The Water Fund operations are responsible for the production and distribution of a dependable water supply to San Bruno from two primary sources; the City's own water wells and the purchase of Hetch Hetchy water from the San Francisco Public Utilities Commission (SFPUC).

The San Bruno water system consists of five production wells (currently capable of producing a total of 3,232,000 gallons per day, thirteen pressure zones, eight storage tanks located at six sites, and five connections to major transmission pipelines (four owned and operated by the SFPUC and one by the North Coast County Water District). The distribution system includes eighteen booster pumps, 985 fire hydrants, 9,000 valves, 100 miles of water mains, and over 11,300 meter services.

WATER FUND REVENUES

In 2000, the City Council agreed to develop, adopt, and proceed with the City Utility and Infrastructure Master Plan. The City Council directed that a rate structure be developed, in large measure to support necessary capital improvements in the Water Fund. The Water Master Plan has guided the City Council's consideration of water rate changes. The Water System Master Plan Update approved by the City Council in 2001 details programs for water facility improvements and replacements in excess of that covered by then current rate structure.

The Water and Wastewater Rates and Capacity Charges Study addressed the capital needs identified in the Master Plan. On August 14, 2001, the City Council adopted a rate ordinance covering three-years, through 2003-04. The 2001 rate study anticipated a further increase of 4.7% on July 1, 2004 for the median residential utility customer.

At a subsequent meeting, the City Council Water Resources Ad Hoc Committee envisioned an actual need for a rate increase of 8.8% effective July 2004. However, even these rates did not totally support the current operational costs. Expenditures in the Water Fund have grown faster than anticipated because of higher personnel, operating, and insurance expenses. The City Council approved a rate increase of 7.4%, setting the rate currently in place.

Water Fund revenues are projected to total \$6,578,100 in 2005-06, 97% from water service billing. Revenues for 2005-06 are projected without assuming a rate increase amount. The Water and Wastewater Rates and Capacity Charges Study projected the need for a 5% rate increase. Higher rates may be needed to maintain the pay-as-you-go capital improvement program and operations outlined in the Master Plan and Rate Study. As discussed below, a rate adjustment will be proposed in conjunction with the Capital Improvement Program Budget.

WATER FUND EXPENDITURES

The proposed total expenditure budget for the Water Fund is shown below:

	<u>2004-05</u>	<u>2005-06</u>
Water Enterprise	\$5,093,300	\$5,852,600

No transfer to capital replacement funds is included in any of the Water Fund's projected expenditures. The level of necessary transfers will be reviewed in developing the Capital Improvement Program Budget for 2005-06. A rate increase necessary to support the operating and capital requirements will be proposed for City Council consideration.

Additionally, I am recommending an additional position in the Water Enterprise Fund in 2005-06

- Public Works Department, Water Enterprise Division. An addition of one Water Resources Manager position is proposed at an annual cost of \$119,100. The position will coordinate with SFPUC, BAWSCA, and other outside agencies on the City's programs for conjunctive use, recycling of water and re-use of water. In addition, the position will be in charge of the groundwater-monitoring program and will oversee the formulation of the

City's Water Resources Plan, Urban Water Management Plan, and Water System Capital Improvement Program.

STORMWATER ENTERPRISE FUND

The City's Streets, Storm, and Wastewater Division provides for the Stormwater Fund's maintenance function. The Division performs drainage channel and ditch maintenance, wet-weather slope protection on public lands, and maintains two San Mateo County Flood Control District pump stations under contract on a reimbursement basis.

STORMWATER FUND REVENUES

The standard charge for the City's Stormwater Fund in 2005-06 will amount to \$46.16, a monthly equivalent of \$3.85. Projected total revenues for the Stormwater Fund will total \$543,200 in 2005-06. No rate increase is proposed for the Stormwater Fund.

STORMWATER FUND EXPENDITURES

The proposed total expenditure budget for the Stormwater Fund is shown below:

	<u>2004-05</u>	<u>2005-06</u>
Stormwater Enterprise	\$514,500	\$405,200

No transfer to the capital replacement fund is included in the Stormwater Fund's projected expenditures. The level of necessary transfers will be reviewed in developing the Capital Improvement Program Budget for 2005-06.

WASTEWATER ENTERPRISE FUND

The Streets, Storm and Wastewater Division of the Public Works Department is also responsible for the wastewater collection system throughout the City, including all sewer mains, manholes, lower laterals, and seven lift stations. Wastewater treatment is handled under a Joint Powers Agreement with the City of South San Francisco (SSF). Approximately 3,400,000 gallons of effluent per day are pumped from San Bruno through the Shaw Road Pump Station to be treated at the jointly owned South San Francisco-San Bruno Water Quality Control Facility.

The treatment facility, which is located on Belle Air Road just north of San Francisco International Airport in the City of South San Francisco, is operated and maintained by the City of South San Francisco, which also administers the state-mandated Water Quality Control and Industrial Waste Discharge Program. Treated wastewater is discharged two miles out into San Francisco Bay by way of the joint outfall pipeline

shared by the cities of San Bruno, South San Francisco, Millbrae, Burlingame, Colma, and the San Francisco Airport.

WASTEWATER FUND REVENUES

Similar to the situation in the Water Fund, the Master Plan has guided the City Council's consideration of wastewater rate changes. The Sewer Master Plan/Inflow and Infiltration Study, approved by the City Council in 2000, details programs for wastewater facility improvements and replacements in excess of that covered by the current rate structure.

On August 14, 2001, the City Council adopted rate ordinances covering three-years, through 2003-04. The 2001 rate study anticipated further increases of 5.4% for wastewater on July 1, 2004 for the median residential utility customer.

A subsequent meeting the City Council Wastewater Ad Hoc Committee envisioned an actual need for a rate increase of 10.7%. However, even this rate did not totally support the current operational costs. Expenditures have grown faster than anticipated because of personnel, operating, and insurance expenses. In addition, the Wastewater Fund costs have increased significantly because of South San Francisco treatment plant costs for both operations and plant expansion. The City Council approved a rate increase of 9.5%, setting the rate currently in place.

Wastewater Fund revenues are projected to total \$6,404,600 in 2005-06, 98% from wastewater service charges. The Water and Wastewater Rates and Capacity Charges Study projected the need for a 5.2% rate increase. Higher rates will be required to maintain current operations, joint treatment facility costs, and the pay-as-you-go capital improvement program and operations outlined in the Master Plan and Rate Study. As discussed below, a rate increase proposal will be presented in conjunction with the Capital Improvement Program Budget in the next few months.

WASTEWATER FUND EXPENDITURES

The proposed total expenditure budget for the Wastewater Fund is shown below:

	<u>2004-05</u>	<u>2005-06</u>
Wastewater Enterprise	\$6,158,800	\$6,303,000

No transfer to the capital replacement fund is included in Wastewater Fund's projected expenditures. The level of necessary transfers will be reviewed in developing the Capital Improvement Program Budget for 2005-06. A rate increase necessary to support the operating and capital requirements of the Wastewater Fund must be considered at that time.

Wastewater expenditures to South San Francisco related to plant operations and the Cease and Desist Order improvements have escalated significantly since 2003-04. The City's share of annual debt service on a second State Department of Water Quality is now scheduled to begin in 2005-06. Additional costs beyond eligible State loan amounts related to San Bruno's share of the Wet Weather Program and other shared projects will further increase the revenue requirements in the Wastewater Fund.

CABLE TELEVISION FUND

San Bruno Municipal Cable Television delivers a full suite of broadband services including analog cable, digital cable, high definition television, and high-speed cable modem Internet services. San Bruno Cable offers its customers a wide selection of analog, digital, and Internet service packages at a reasonable and fair price. In Fall 2005, San Bruno Cable will launch Video on Demand service to compliment the other services.

The High Speed Internet service was significantly enhanced in 2004 to offer 24/7 technical support services and greater upload and download speeds. Today, Internet customers are able to reach live support for help at anytime and enjoy download speeds of up to 10 Mbps for just \$29.95, which compares favorably to prices charged by other providers.

San Bruno Cable Channel 11 features live City Council and other governmental body meetings, local high school sporting events, public service announcements, and personal messages. Various other City events and festivities are taped and played back for the community's viewing pleasure. In 2005-06, the programming on San Bruno Cable Channel 11 will be broadened to include locally developed programming promoting the City of San Bruno as part of the City's Priority Focus work effort to achieve excellence in customer services.

CABLE TELEVISION FUND REVENUES

The Proposed Budget addresses the Cable Operating Fund cash position in setting recommended revenue and expenditure levels. The Cable Operating Fund is projected to move significantly closer to a positive cash position through the approved rate adjustments.

Significant cable system operating changes impacted the cash balance in the Cable Operating Fund over the past several years. These changes, primarily offering in-house Internet service and digital programming, had a positive impact on operations and a less favorable impact on the cash position. Associated costs were not fully reflected in the rate structure over the past several years, leading to the Cable Operating Fund deficit.

Cable Television revenues are projected to total \$8,046,700 in 2005-06. A majority of the revenue comes from monthly television billing. Internet services represent an increasingly significant share of the revenue total at \$1,355,400. Additional revenue is received for installation charges and advertising commissions.

The revenue total reflected in the proposed budget required the City Council to approve a rate increase for 2005-06. On May 10, 2005, the City Council increased the Preferred Cable Service (basic and expanded cable) by 5.5% to \$41.70. The rates for all analog and digital service packages were also increased since Preferred Cable service is a component of all cable packages.

CABLE TELEVISION FUND EXPENDITURES

The proposed total expenditure budget for the Cable Television Fund is shown below:

	<u>2004-05</u>	<u>2005-06</u>
Cable Television Fund	\$6,698,300	\$8,043,800

No transfer to the capital replacement fund is included in the Cable Television Fund's projected expenditures. The practice of annual transfers to the Cable System Replacement Fund will be addressed as policy issue through the Capital Improvement budget process.

CONCLUSION

The Proposed Budget continues base level City services funded in the 2004-05 Budget Strategies. Overall, the City Council's strong commitment and direction for action to address the budget deficit has produced the necessary results. The City's General Fund, Special Revenue Funds, and Enterprise Funds remain reasonably healthy, principally due to sound fiscal practices, selected revenue expansions, and adherence to a lean organizational staffing structure. By taking the difficult actions associated with maintaining past expenditure and program reductions, with few exceptions, the City is situated to maintain the critical services in all departments, which support and enhance the San Bruno community.

Having made significant progress to improve the City's ongoing fiscal stability, the 2005-06 Proposed Budget and City work program looks further to the future. The City will

continue to be challenged to maintain and improve delivery of the services the community expects within the parameters of reduced resources. It is critical now that the City focus and fine-tune all of its programs and operations to achieve specific objectives to move San Bruno forward. The Priority Focus and proposed service enhancements presented in this Budget were developed by the City's Department Heads working together as a team with a common vision and a shared commitment to making San Bruno even better. I appreciate their expertise and resourcefulness in this process and the excellent work that each department has done over the past year to incorporate the extensive and difficult changes our financial circumstances have dictated.

In closing I want to specially acknowledge the tremendous work that Finance Director Jim O'Leary and Assistant Finance Director Nick Pegueros have done in preparing this Budget document in a format and with the content that is easily used and understood. This is no small task where just the work associated with on-going fiscal oversight and identifying financial strategies for operational objectives can be all consuming. They have done it with an unfailing positive attitude and dedication to the highest professional and technical standards.

Sincerely,

A handwritten signature in cursive script that reads "Connie Jackson".

Connie Jackson
City Manager

FUNDS SUMMARY 2005-06

Fund Title	July 1, 2005 Balance	Revenues	Transfers In	Expenditures	Transfers Out	June 30, 2006 Balance
General Fund						
Operations	161,000	25,851,129	3,662,395	25,742,308	3,895,145	37,071
Long-Term Debt	6,342		517,240	517,240		6,342
Equipment Reserve	2,626,000		801,126	336,323	65,183	3,025,620
General (PERS) Reserve	2,743,869				685,000	2,058,869
Special Revenues - Operating:						
Agency-on-Aging	-	100,000		100,000		-
Airport Noise Insulation Prog.	(650,000)	2,422,000		1,750,000	22,000	-
Solid Waste	58,000	69,000		53,579	494	72,927
Redevelopment Operating	137,447	1,060,200	150,000	404,157	910,000	33,490
Low/Moderate Income Housing	411,452	573,000		377,001	62,888	544,563
RDA Debt Service	64,606		650,000	650,000		64,606
Special Revenues - Non-Operating						
Gas Tax - Summary	277,321	811,000			718,000	370,321
Inter-Library Loan Program	366,200	54,000			75,000	345,200
Public Safety - Summary	278,424	195,000			205,000	268,424
Enterprise Funds:						
Water	961,000	6,578,106		5,043,353	933,204	1,562,549
Stormwater	42,451	543,250		346,685	58,516	180,500
Wastewater	(5,434)	6,404,600		5,745,070	557,912	96,184
Cable Television	(170,702)	8,046,709		6,804,653	1,239,132	(167,778)
Internal Services:						
Central Garage	40,475		545,997	525,243	20,688	40,541
Buildings & Facilities Maint.	225,000		716,160	612,159	201,998	127,003
Technology Support	20,000		590,637	515,637	75,000	20,000
Self-Insurance	425,000		2,091,605	1,729,859		786,746
GRAND TOTAL	8,018,452	52,707,994	9,725,160	51,253,267	9,725,160	9,473,179

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**GENERAL FUND FINANCIAL SUMMARY
2005-06**

		2005-06 Adopted
Beginning Balance, July 1		\$161,000
Revenues		
Taxes	18,227,629	
Franchises	1,590,800	
Use of Money & Property	1,509,500	
Allocations & Other Revenue	1,815,616	
Subtotal General Revenues	<u>23,143,545</u>	
Police	1,017,700	
Fire	370,389	
Public Works & Streets	1,049,390	
Planning & Building	2,435,200	
Parks & Recreation	748,700	
Library	63,600	
Subtotal Departmental Revenues	<u>5,684,979</u>	
Total Proposed Revenues		<u>28,828,524</u>
Expenditures		
General Administration	2,462,959	
Police	9,973,533	
Fire	6,368,815	
Public Works & Streets	2,134,214	
Planning & Building	1,344,201	
Parks & Recreation	3,767,422	
Library	1,626,113	
Non-Departmental	1,959,699	
Total Proposed Expenditures	<u>29,636,956</u>	
Operating Surplus (Deficit)		(808,432)
One Time Transfer from General Fund (PERS) Reserve		<u>685,000</u>
Ending Balance, June 30		<u><u>\$37,568</u></u>

**GENERAL FUND
PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS**

ENHANCEMENT	TOTAL COST	NEW REVENUE	NET IMPACT ON GENERAL FUND
City Council			
Additional Issue of FOCUS	\$8,000	0	\$8,000
Police Department			
DARE PROGRAM	6,000	0	6,000
Field Services Officers – Shops at Tanforan (2.0 FTE)	210,000	145,000	65,000
School Resources Officer (1.0 FTE)	105,000	18,500	86,500
Code Enforcement Liaison	11,700	0	11,700
Fire Department			
Fire Captain (1.0 FTE)	121,000	64,000	57,000
Community Development Department			
Assistant Planner (1.0 FTE)	83,600	83,600	0
Professional Services	145,000	145,000	0
Senior Building Inspector (1.0 FTE)	130,000	130,000	0
Plan Review Engineer (1.0 FTE)	116,600	116,600	0
Parks & Recreation Department			
Maintenance Worker (1.0 FTE)	59,000	0	59,000
Total	\$995,900	\$702,700	\$293,000

SUMMARY OF GENERAL FUND REVENUES
2002-03 ACTUAL TO 2005-06 ADOPTED

Revenue	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Taxes				
Property Taxes	\$4,556,782	\$5,014,399	\$4,676,150	\$5,120,000
Sales Taxes	6,110,243	5,566,618	5,971,508	6,667,425
Hotel/Motel Taxes	869,991	843,971	900,000	925,000
Vehicle License Fees	2,543,771	1,896,611	3,106,874	2,751,000
Regulatory Cardroom Fee	1,187,500	1,138,637	1,285,200	1,310,904
Business Taxes	1,303,753	1,013,553	1,192,260	1,448,300
Subtotal	16,572,040	15,473,789	17,131,992	18,222,629
Franchises				
PG&E	285,144	290,190	299,000	305,000
San Bruno Garbage	689,041	670,894	680,000	698,000
Cable Television In-Lieu	289,531	352,088	356,000	375,000
Water In-Lieu	-	-	103,500	110,000
Wastewater In-Lieu	-	-	99,900	102,800
Subtotal	1,263,716	1,313,172	1,538,400	1,590,800
Use of Money & Property				
Interest Earnings	357,485	133,335	290,000	375,000
Rentals	108,899	103,330	349,452	356,000
Cable Equity Earnings	606,749	704,178	713,000	752,000
Other	207,550	80,526	35,060	26,500
Subtotal	1,280,683	1,021,369	1,387,512	1,509,500
Allocations & Other Revenues				
Transfers from Enterprises	1,413,500	1,384,547	1,423,200	1,553,566
Transfers from Other Funds	351,700	151,097	369,240	249,500
Other	17,481	53,579	39,238	17,550
Subtotal	1,782,681	1,589,223	1,831,258	1,820,616
Departmental Revenues				
Police	864,446	926,897	931,504	1,017,700
Fire	161,271	225,371	232,749	370,389
Public Works Engineering	892,428	547,494	463,254	300,890
Public Works Streets	748,564	675,192	748,500	748,500
Planning	160,885	81,351	99,455	95,000
Building	1,698,635	1,433,021	1,629,059	2,340,200
Recreation Services	534,806	585,578	673,700	733,200
Parks Maintenance	270	16,531	15,300	15,500
Library Services	69,750	70,497	63,580	63,600
Subtotal	5,131,055	4,561,932	4,857,101	5,684,979
Total	\$26,030,175	\$23,959,485	\$26,746,263	\$28,828,524

SUMMARY OF GENERAL FUND EXPENDITURES 2002-03 ACTUAL TO 2005-06 ADOPTED

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Proposed
General Government				
City Council	\$190,538	\$143,203	\$132,441	\$147,845
City Clerk	182,786	201,896	166,420	218,603
City Treasurer	62,596	66,096	69,029	76,879
City Attorney	455,040	480,110	374,771	450,196
City Manager	828,548	815,850	362,583	411,020
Human Resources	-	-	373,680	419,698
Finance	780,077	622,194	532,868	738,718
Subtotal	2,499,585	2,329,349	2,011,792	2,462,959
Police	8,309,731	7,988,109	8,759,328	9,973,533
Fire	5,008,440	5,218,753	5,662,295	6,368,815
Public Works				
Administration & Engineering	1,502,922	1,196,913	1,018,082	1,029,528
Streets Maintenance	1,453,182	1,053,835	1,080,308	1,104,686
Subtotal	2,956,104	2,250,748	2,098,390	2,134,214
Community Development				
Planning	388,470	434,031	220,603	435,101
Building Inspection	979,775	703,585	753,254	909,100
Subtotal	1,368,245	1,137,616	973,857	1,344,201
Parks & Recreation				
Recreation Services	694,653	692,214	1,050,332	1,170,595
Parks Maintenance	1,866,410	1,792,352	1,840,994	2,013,760
Senior Services	468,267	467,336	521,731	583,067
Subtotal	3,029,330	2,951,902	3,413,057	3,767,422
Library	1,606,008	1,732,430	1,528,758	1,626,113
Non-Departmental	946,570	849,613	2,008,221	1,959,699
Total	<u>\$25,724,013</u>	<u>\$24,458,520</u>	<u>\$26,455,698</u>	<u>\$29,636,956</u>

REDEVELOPMENT OPERATIONS FINANCIAL SUMMARY 2005-06

		2005-06 Adopted
Beginning Balance, July 1		\$137,447
Revenues		
80% Tax Increment	1,060,200	
Expenditures		
Operations	664,157	
Debt Service	650,000	
Total Expenditures	<u>1,314,157</u>	
Operating Surplus (Deficit)		(253,957)
Advance from Equipment Reserve Fund		<u>150,000</u>
Ending Balance, June 30		<u><u>\$33,490</u></u>

	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Revenue				
80% Tax Increment	\$722,571	\$610,944	\$821,800	\$1,060,200
Total Revenues	<u>\$722,571</u>	<u>\$610,944</u>	<u>\$821,800</u>	<u>\$1,060,200</u>

	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Expenditures				
Operations	\$299,743	\$542,310	\$588,434	\$664,157
Debt Service	\$650,000	\$650,000	\$650,000	\$650,000
Total Expenditures	<u>\$949,743</u>	<u>\$1,192,310</u>	<u>\$1,238,434</u>	<u>\$1,314,157</u>

**REDEVELOPMENT LOW & MODERATE INCOME HOUSING
FINANCIAL SUMMARY
2005-06**

		2005-06 Adopted
Beginning Balance, July 1		\$411,452
Revenues		
20% Tax Increment	573,000	
Expenditures		
Operations	439,889	
Operating Surplus (Deficit)		133,111
Ending Balance, June 30		<u>\$544,563</u>

	2002-03	2003-04	2004-05 Est.	2005-06
Revenue	Actual	Actual	Act.	Adopted
20% Tax Increment	\$336,316	\$318,367	\$453,944	\$573,000
Total Revenues	<u>\$336,316</u>	<u>\$318,367</u>	<u>\$453,944</u>	<u>\$573,000</u>

	2002-03	2003-04	2004-05 Est.	2005-06
Expenditures	Actual	Actual	Act.	Adopted
Operations	\$377,354	\$248,225	\$296,009	\$439,889
Total Expenditures	<u>\$377,354</u>	<u>\$248,225</u>	<u>\$296,009</u>	<u>\$439,889</u>

**WATER ENTERPRISE FINANCIAL SUMMARY
2005-06**

		<u>2005-06 Adopted</u>
Beginning Balance, July 1		\$961,000
Revenues		
Water Service Billing	6,334,106	
Service Charges	59,000	
Delinquent Recovery	165,000	
Interest Earnings	20,000	
Total Revenues	<u> </u>	<u>6,578,106</u>
Expenditures		
Operations:		
Supply	3,113,912	
Distribution	2,002,826	
Utility Billing	859,819	
Transfer to Capital	*	
Total Expenditures	<u> </u>	<u>5,976,557</u>
Operating Surplus (Deficit)		<u>601,549</u>
Ending Balance, June 30		<u><u>\$1,562,549</u></u>

* Financial summary does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

Financial Summaries

WATER ENTERPRISE DETAIL 2005-06

Revenue	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Water Service Billing	\$5,697,254	\$6,018,664	\$6,334,106	\$6,334,106
Service Charges	53,956	110,695	58,000	59,000
Delinquent Recovery	134,415	179,519	165,000	165,000
Capacity Charges	35,536	92,888	114,700	-
Reimbursed Construction	10,889	13,736	47,269	-
Interest Earnings	23,648	1,176	20,000	20,000
Total Revenues	<u>\$5,955,698</u>	<u>\$6,416,678</u>	<u>\$6,739,075</u>	<u>\$6,578,106</u>

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Water Supply	\$2,401,279	\$2,872,297	\$2,575,152	\$3,113,912
Water Distribution	1,902,791	1,939,335	1,640,594	2,002,826
Utility Billing	757,658	901,547	877,582	859,819
Transfer to Capital	1,426,550	1,420,000	-	*
Total Expenditures	<u>\$6,488,278</u>	<u>\$7,133,179</u>	<u>\$5,093,328</u>	<u>\$5,976,557</u>

* Detail does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

WATER FUND
PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS

ENHANCEMENT	TOTAL COST	NEW REVENUE	NET IMPACT ON WATER FUND
Water Supply			
1.0 Water Resources Manager	\$119,100	\$0	\$119,100
Utility Billing			
Billing Production and Mailing Enhancement	4,900	0	4,900
Total	\$124,000	\$0	\$124,000

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**STORMWATER ENTERPRISE FINANCIAL SUMMARY
2005-06**

		2005-06 Adopted
Beginning Balance, July 1		<u>\$42,451</u>
Revenues		
Stormwater Assessment	542,250	
Interest Earnings	<u>1,000</u>	
Total Revenues		<u>543,250</u>
Expenditures		
Operations	405,201	
Transfer to Capital	<u>*</u>	
Total Expenditures		<u>405,201</u>
Operating Surplus (Deficit)		<u>138,049</u>
Ending Balance, June 30		<u><u>\$180,500</u></u>

* Financial summary does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

STORMWATER ENTERPRISE DETAIL 2005-06

Revenue	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Stormwater Fee	\$561,213	\$532,322	\$542,250	\$542,250
Interest Earnings	1,891	-	1,000	1,000
Total Revenues	\$563,104	\$532,322	\$543,250	\$543,250

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Operations	\$251,917	\$312,651	\$284,496	\$405,201
Transfer to Capital	341,100	289,022	230,000	*
Total Expenditures	\$593,017	\$601,673	\$514,496	\$405,201

* Detail does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

**WASTEWATER ENTERPRISE FINANCIAL SUMMARY
2005-06**

		<u>2005-06 Adopted</u>
Beginning Balance, July 1		(\$5,434)
Revenues		
Wastewater Service Billing	6,319,600	
Interest Earnings	<u>85,000</u>	
Total Revenues		<u>6,404,600</u>
Expenditures		
Operations	4,855,282	
Debt Service	1,447,700	
Transfer to Capital	<u>*</u>	
Total Expenditures		<u>6,302,982</u>
Operating Surplus (Deficit)		<u>101,618</u>
Ending Balance, June 30		<u><u>\$96,184</u></u>
One Time Charge for Joint Treatment Plant Expansion		\$980,000

* Financial summary does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

WASTEWATER ENTERPRISE DETAIL 2005-06

Revenue	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Wastewater Service Billing	\$5,107,490	\$5,229,879	\$6,319,600	\$6,319,600
Interest Earnings	153,627	99,890	83,000	85,000
Capacity Charges	76,872	202,130	255,135	-
Other Charges	34,924	23,488	69,486	-
Total Revenues	<u>\$5,372,913</u>	<u>\$5,555,387</u>	<u>\$6,727,221</u>	<u>\$6,404,600</u>

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Operations	\$4,441,679	\$4,548,732	\$4,481,137	\$4,855,282
Debt Service	458,453	1,254,720	1,452,700	1,447,700
Transfer to Capital	721,100	1,400,000	225,000	*
Total Expenditures	<u>\$5,621,232</u>	<u>\$7,203,452</u>	<u>\$6,158,837</u>	<u>\$6,302,982</u>

* Detail does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

CABLE TELEVISION ENTERPRISE SUMMARY
2005-06

		2005-06 Adopted
Beginning Balance, July 1		(\$170,702)
Revenues		
Basic Service (incl Local Orig.)	4,939,998	
Internet Service Fees	1,355,388	
Premium Channels	619,792	
Digital Service	286,420	
Pay-Per-View	38,733	
Video On Demand (VOD)	35,636	
International Programming	38,323	
Pass-Through Fees	343,982	
Othe Receipts	388,437	
		<u>8,046,709</u>
Expenditures		
CATV Operations	7,879,173	
Local Origination	164,612	
Total Expenditures		<u>8,043,785</u>
Operating Surplus (Deficit)		<u>2,924</u>
Ending Balance, June 30		<u><u>(\$167,778)</u></u>

**CABLE TELEVISION ENTERPRISE DETAIL
2005-06**

Revenue	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Basic Service (incl Local Orig.)	\$4,997,286	\$5,210,179	\$4,651,991	\$4,939,998
Internet Service Fees	703,280	947,790	1,145,792	1,355,388
Premium Channels	-	-	583,658	619,792
Digital Service	-	-	269,721	286,420
Pay-Per-View	-	-	36,475	38,733
Video On Demand (VOD)	-	-	-	35,636
International Programming	-	-	36,089	38,323
Pass-Through Fees	343,691	324,000	314,106	343,982
Othe Receipts	428,665	436,252	398,911	388,437
Total Revenues	<u>\$6,472,922</u>	<u>\$6,918,221</u>	<u>\$7,436,743</u>	<u>\$8,046,709</u>

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
CATV Operations	\$6,718,609	\$7,288,957	\$6,539,138	\$7,879,173
Local Origination	202,540	134,945	159,162	164,612
Total Expenditures	<u>\$6,921,149</u>	<u>\$7,423,902</u>	<u>\$6,698,300</u>	<u>\$8,043,785</u>

CITY PERSONNEL SUMMARY 1998-00 TO 2005-06

Department	1998-00	2000-02	2002-04	2004-05	2005-06 Proposed	2005-06 Adopted
General Fund						
City Council	5.00	5.00	5.00	5.00	5.00	5.00
City Clerk	1.50	1.50	2.00	1.50	1.50	1.50
City Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Legal Services	2.00	1.30	1.25	1.25	1.25	1.25
City Manager & HR	5.00	4.80	4.80	3.75	3.75	3.75
Finance	6.00	6.00	6.00	5.00	5.00	5.00
Police	70.00	70.00	70.00	64.00	64.00	67.00
Fire	35.50	36.00	36.00	36.00	36.00	36.00
Public Works						
Admin. & Engineering	11.50	11.58	10.98	7.75	7.75	7.75
Streets Maintenance	10.64	11.63	8.28	5.60	5.60	5.60
Community Development						
Planning	6.00	5.00	3.45	2.45	2.45	3.25
Building	4.00	6.00	4.50	4.10	4.10	6.10
Parks & Recreation Services						
Recreation	7.00	7.00	7.00	4.05	4.05	4.05
Parks Maintenance	19.00	19.30	19.30	17.25	17.25	18.25
Senior Services	2.00	2.00	2.00	2.45	2.45	2.45
Library Services	13.13	13.13	13.00	10.50	10.50	10.50
Subtotal	199.27	201.24	194.56	171.65	171.65	178.45
Special Revenues						
Solid Waste	0.00	0.00	0.10	0.30	0.30	0.30
RDA Operations	0.00	0.50	3.20	2.80	2.80	2.90
RDA Low/Mod Housing	0.00	0.50	1.85	1.65	1.65	1.75
Subtotal	-	1.00	5.15	4.75	4.75	4.95
Internal Services						
Central Garage	3.30	3.32	3.17	3.35	3.35	3.35
Buildings and Facilities	5.50	6.25	9.25	6.20	6.20	6.20
Technology Support	0.00	1.00	3.00	3.00	3.00	3.00
Self-Insurance	0.00	0.90	0.95	1.00	1.00	1.00
Subtotal	8.80	11.47	16.37	13.55	13.55	13.55
Enterprise Funds						
Water Enterprise	19.66	20.33	20.59	20.90	20.90	21.90
Stormwater Enterprise	0.00	0.00	2.25	2.55	2.55	2.55
Wastewater Enterprise	12.40	12.08	13.33	14.60	14.60	14.60
Cable Television Enterprise	19.50	19.50	19.50	19.50	18.50	18.50
Subtotal	51.56	51.91	55.67	57.55	56.55	57.55
Total Positions (all funds)	259.63	265.62	271.75	247.50	246.50	254.50

Financial Summaries

PERSONNEL ALLOCATIONS BY DEPARTMENT 2005-06 ADOPTED

Elected Offices

	General Fund
City Council	5.00
City Clerk	1.00
Deputy City Clerk (appointed)	0.50
City Treasurer	1.00
	7.50

City Attorney's Office

	General Fund	Self Insurance Fund		
	City Attorney's Office	Workers Compensation	Liability	Total
City Attorney	0.75	0.00	0.25	1.00
Legal Secretary	0.50	0.25	0.25	1.00
	1.25	0.25	0.50	2.00

Management Services

	General Fund		Self Insurance Fund		
	City Manager's Office	Human Resources	Workers Compensation		Total
City Manager	1.00	0.00	0.00		0.00
Human Resources Director	0.00	0.75	0.25		1.00
Exec. Assist. to the CM	1.00	0.00	0.00		0.00
Secretary	0.00	1.00	0.00		1.00
	2.00	1.75	0.25		2.00

Finance Department

	General Fund	Water Enterprise Fund		
	Administration	Utility Billing		Total
Finance Director	1.00	0.00		1.00
Assistant Director	1.00	0.00		1.00
Financial Services Sup.	0.00	1.00		1.00
Accountant	1.00	0.00		1.00
Acct. & Cust. Serv. Rep. III	1.00	0.00		1.00
Acct. & Cust. Serv. Rep. I/II	1.00	5.00		6.00
	5.00	6.00		11.00

PERSONNEL ALLOCATIONS BY DEPARTMENT 2005-06 ADOPTED

Police Department

	<u>General Fund</u>
Chief of Police	1.00
Police Captain	1.00
Police Lieutenant	2.00
Police Sergeant	7.00
Police Officer	37.00
Executive Assistant	1.00
Records/Dispatch Supervisor	1.00
Public Safety Dispatcher I/II	7.00
Police Clerk II	5.50
Community Services Officer	4.50
	<u>67.00</u>

Fire Department

	<u>General Fund</u>
Fire Chief	1.00
Division Chief	1.00
Battalion Chief	3.00
Captain	10.00
Firefighter	20.00
Secretary	1.00
	<u>36.00</u>

Public Works Department

	<u>General Fund</u>		<u>Water Fund</u>		<u>Stormwater</u>	<u>Wastewater Fund</u>	<u>Internal Service</u>	<u>Special Revenue</u>	
	Admin & Eng.	Streets	Supply	Distrib.	Operations	Operations	Central Garage	Solid Waste	Total
Director	0.25	0.15	0.15	0.15	0.00	0.25	0.05	0.00	1.00
Deputy Dir. Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Dir. Utilities	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Services Manager	0.00	0.25	0.50	0.50	0.25	0.50	1.00	0.00	3.00
Senior Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	3.00
Field Supervisor	0.00	0.75	0.30	0.70	0.25	1.00	0.00	0.00	3.00
Water Quality Tech	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.50	0.00	0.25	0.00	0.00	0.00	0.00	0.25	1.00
Engineering Tech	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	1.00	0.00	0.00	2.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	4.00	2.00	6.00	2.00	9.00	0.00	0.05	23.05
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Secretary	2.00	0.25	0.50	0.50	0.00	0.50	0.25	0.00	4.00
	<u>7.75</u>	<u>5.60</u>	<u>5.35</u>	<u>9.55</u>	<u>2.55</u>	<u>14.60</u>	<u>3.35</u>	<u>0.30</u>	<u>49.05</u>

Schedule includes 0.05 Maintenance Worker assigned to the Parks Maintenance Division and paid for by the Solid Waste Fund

Financial Summaries

**PERSONNEL ALLOCATIONS BY DEPARTMENT
2005-06 ADOPTED**

Community Development Department

	General Fund		Redevelopment		Total
	Planning Division	Building & Code Enforcement	Operations	Low/Mod Income Housing	
Community Devel. Director	0.55	0.00	0.30	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.70	0.30	1.00
Senior Planner	0.60	0.00	0.30	0.10	1.00
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.25	0.25	1.00
Code Enforcement Officer	0.00	0.90	0.70	0.40	2.00
Community Devel. Tech I/II	0.80	0.80	0.25	0.15	2.00
	2.45	4.10	2.80	1.65	11.00

Parks & Recreations Department

	General Fund			Internal Service	Total
	Recreation Services	Parks Maintenance	Senior Services	Buildings & Facilities	
Parks & Recreation Director	0.35	0.50	0.15	0.00	1.00
Recreation Services Manager	1.00	0.00	1.00	0.00	2.00
Parks Services Manager	0.00	1.00	0.00	0.00	1.00
Recreation Services Supervisor	2.00	0.00	1.00	0.00	3.00
Field Supervisor	0.00	1.50	0.00	0.50	2.00
Maintenance Technician I/II	0.00	3.25	0.00	0.75	4.00
Maintenance Worker I/II	0.00	11.00	0.00	0.00	11.00
Custodian I/II	0.00	0.00	0.00	4.95	4.95
Executive Assistant	0.35	0.50	0.15	0.00	1.00
Secretary	0.35	0.50	0.15	0.00	1.00
Total	4.05	18.25	2.45	6.20	30.95

Schedule excludes 0.05 Maintenance Worker assigned to the Parks Maintenance Division and paid for by the Solid Waste Fund

**PERSONNEL ALLOCATIONS BY DEPARTMENT
2005-06 ADOPTED**

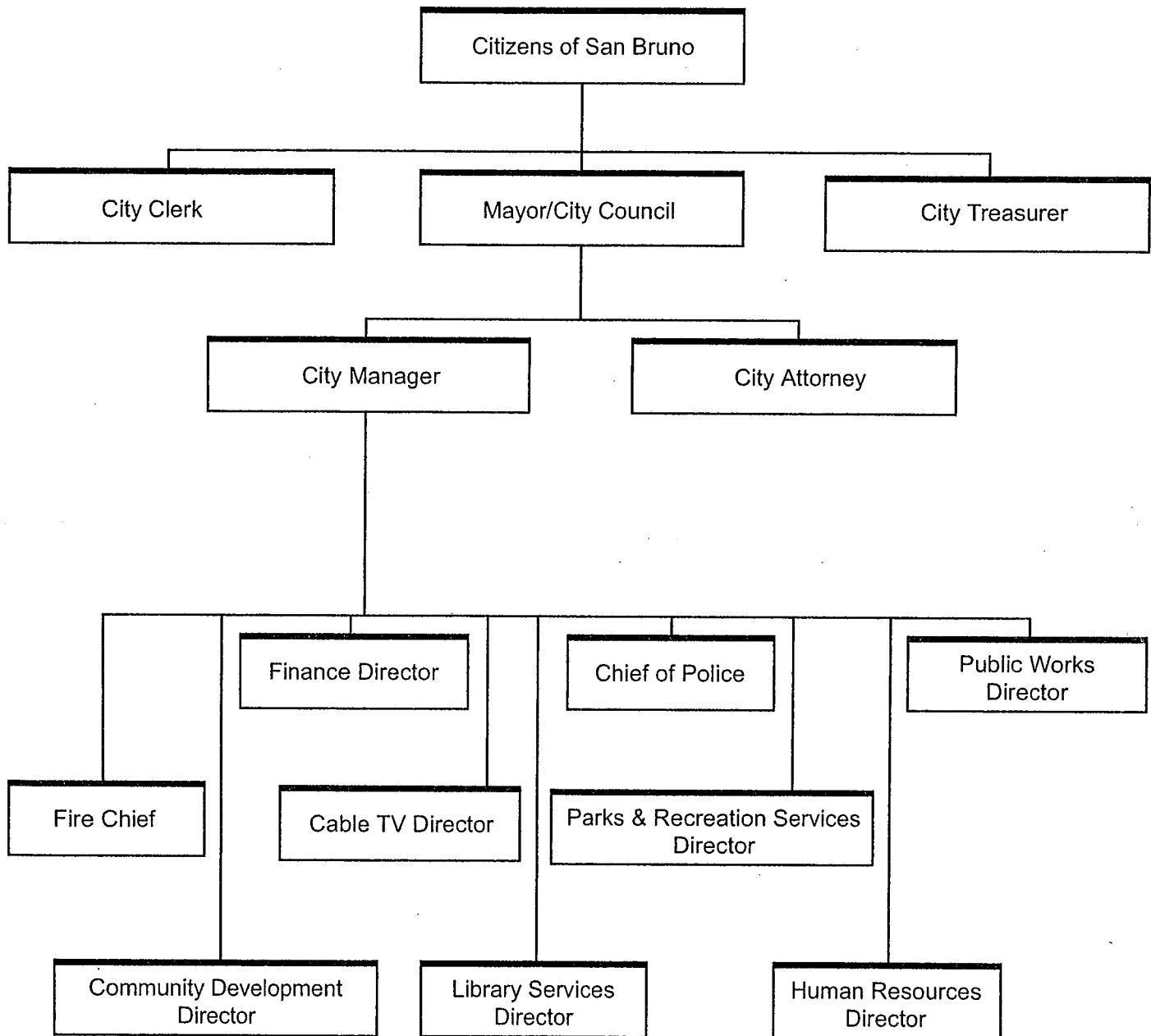
Library Services Department

	<u>General Fund</u>
Library Services Director	1.00
Assistant Director	1.00
Children's Services Manager	1.00
Technical Svcs/Support Lib.	1.00
Library Services Coordinator	2.00
Librarian	2.00
Library Assistant I/II	2.50
Total	<u>10.50</u>

Cable Television Department

	<u>Cable Enterprise</u>		<u>Internal Service</u>	
	<u>Operations</u>	<u>Local Origination</u>	<u>Technology Support</u>	<u>Total</u>
CATV Director	0.85	0.15	0.00	1.00
System Engineer	1.00	0.00	0.00	1.00
Business Manager	1.00	0.00	0.00	1.00
Programming & Network Mgr	0.20	0.80	0.00	1.00
Info. Tech. Analyst I/II	0.00	0.00	1.00	1.00
Computer Support Tech.	0.00	0.00	2.00	2.00
CATV Supervisor	1.00	0.00	0.00	1.00
CATV Technician III	3.00	0.00	0.00	3.00
CATV Technician I/II	6.00	0.00	0.00	6.00
Acct. & Cust. Serv. Rep. III	1.50	0.00	0.00	1.50
Acct. & Cust. Serv. Rep I/II	3.00	0.00	0.00	3.00
	<u>17.55</u>	<u>0.95</u>	<u>3.00</u>	<u>21.50</u>

CITY OF SAN BRUNO



Financial Summaries

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**FUNDS SUMMARY
2005-06**

Fund Title	July 1, 2005 Balance	Revenues	Transfers In	Expenditures	Transfers Out	June 30, 2006 Balance
General Fund						
Operations	161,000	25,851,129	3,662,395	25,742,308	3,895,145	37,071
Long-Term Debt	6,342		517,240	517,240		6,342
Equipment Reserve	2,626,000		801,126	336,323	65,183	3,025,620
General (PERS) Reserve	2,743,869				685,000	2,058,869
Special Revenues - Operating:						
Agency-on-Aging	-	100,000		100,000		-
Airport Noise Insulation Prog.	(650,000)	2,422,000		1,750,000	22,000	-
Solid Waste	58,000	69,000		53,579	494	72,927
Redevelopment Operating	137,447	1,060,200	150,000	404,157	910,000	33,490
Low/Moderate Income Housing	411,452	573,000		377,001	62,888	544,563
RDA Debt Service	64,606		650,000	650,000		64,606
Special Revenues - Non-Operating						
Gas Tax - Summary	277,321	811,000			718,000	370,321
Inter-Library Loan Program	366,200	54,000			75,000	345,200
Public Safety - Summary	278,424	195,000			205,000	268,424
Enterprise Funds:						
Water	961,000	6,578,106		5,043,353	933,204	1,562,549
Stormwater	42,451	543,250		346,685	58,516	180,500
Wastewater	(5,434)	6,404,600		5,745,070	557,912	96,184
Cable Television	(170,702)	8,046,709		6,804,653	1,239,132	(167,778)
Internal Services:						
Central Garage	40,475		545,997	525,243	20,688	40,541
Buildings & Facilities Maint.	225,000		716,160	612,159	201,998	127,003
Technology Support	20,000		590,637	515,637	75,000	20,000
Self-Insurance	425,000		2,091,605	1,729,859		786,746
GRAND TOTAL	8,018,452	52,707,994	9,725,160	51,253,267	9,725,160	9,473,179

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**GENERAL FUND FINANCIAL SUMMARY
2005-06**

		2005-06 Adopted
Beginning Balance, July 1		\$161,000
Revenues		
Taxes	18,227,629	
Franchises	1,590,800	
Use of Money & Property	1,509,500	
Allocations & Other Revenue	1,815,616	
Subtotal General Revenues	23,143,545	
Police	1,017,700	
Fire	370,389	
Public Works & Streets	1,049,390	
Planning & Building	2,435,200	
Parks & Recreation	748,700	
Library	63,600	
Subtotal Departmental Revenues	5,684,979	
Total Proposed Revenues		28,828,524
Expenditures		
General Administration	2,462,959	
Police	9,973,533	
Fire	6,368,815	
Public Works & Streets	2,134,214	
Planning & Building	1,344,201	
Parks & Recreation	3,767,422	
Library	1,626,113	
Non-Departmental	1,959,699	
Total Proposed Expenditures		29,636,956
Operating Surplus (Deficit)		(808,432)
One Time Transfer from General Fund (PERS) Reserve		685,000
Ending Balance, June 30		\$37,568

**GENERAL FUND
PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS**

ENHANCEMENT	TOTAL COST	NEW REVENUE	NET IMPACT ON GENERAL FUND
City Council			
Additional Issue of FOCUS	\$8,000	0	\$8,000
Police Department			
DARE PROGRAM	6,000	0	6,000
Field Services Officers – Shops at Tanforan (2.0 FTE)	210,000	145,000	65,000
School Resources Officer (1.0 FTE)	105,000	18,500	86,500
Code Enforcement Liaison	11,700	0	11,700
Fire Department			
Fire Captain (1.0 FTE)	121,000	64,000	57,000
Community Development Department			
Assistant Planner (1.0 FTE)	83,600	83,600	0
Professional Services	145,000	145,000	0
Senior Building Inspector (1.0 FTE)	130,000	130,000	0
Plan Review Engineer (1.0 FTE)	116,600	116,600	0
Parks & Recreation Department			
Maintenance Worker (1.0 FTE)	59,000	0	59,000
Total	\$995,900	\$702,700	\$293,000

**SUMMARY OF GENERAL FUND REVENUES
2002-03 ACTUAL TO 2005-06 ADOPTED**

Revenue	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Taxes				
Property Taxes	\$4,556,782	\$5,014,399	\$4,676,150	\$5,120,000
Sales Taxes	6,110,243	5,566,618	5,971,508	6,667,425
Hotel/Motel Taxes	869,991	843,971	900,000	925,000
Vehicle License Fees	2,543,771	1,896,611	3,106,874	2,751,000
Regulatory Cardroom Fee	1,187,500	1,138,637	1,285,200	1,310,904
Business Taxes	1,303,753	1,013,553	1,192,260	1,448,300
Subtotal	16,572,040	15,473,789	17,131,992	18,222,629
Franchises				
PG&E	285,144	290,190	299,000	305,000
San Bruno Garbage	689,041	670,894	680,000	698,000
Cable Television In-Lieu	289,531	352,088	356,000	375,000
Water In-Lieu	-	-	103,500	110,000
Wastewater In-Lieu	-	-	99,900	102,800
Subtotal	1,263,716	1,313,172	1,538,400	1,590,800
Use of Money & Property				
Interest Earnings	357,485	133,335	290,000	375,000
Rentals	108,899	103,330	349,452	356,000
Cable Equity Earnings	606,749	704,178	713,000	752,000
Other	207,550	80,526	35,060	26,500
Subtotal	1,280,683	1,021,369	1,387,512	1,509,500
Allocations & Other Revenues				
Transfers from Enterprises	1,413,500	1,384,547	1,423,200	1,553,566
Transfers from Other Funds	351,700	151,097	369,240	249,500
Other	17,481	53,579	39,238	17,550
Subtotal	1,782,681	1,589,223	1,831,258	1,820,616
Departmental Revenues				
Police	864,446	926,897	931,504	1,017,700
Fire	161,271	225,371	232,749	370,389
Public Works Engineering	892,428	547,494	463,254	300,890
Public Works Streets	748,564	675,192	748,500	748,500
Planning	160,885	81,351	99,455	95,000
Building	1,698,635	1,433,021	1,629,059	2,340,200
Recreation Services	534,806	585,578	673,700	733,200
Parks Maintenance	270	16,531	15,300	15,500
Library Services	69,750	70,497	63,580	63,600
Subtotal	5,131,055	4,561,932	4,857,101	5,684,979
Total	\$26,030,175	\$23,959,485	\$26,746,263	\$28,828,524

**SUMMARY OF GENERAL FUND EXPENDITURES
2002-03 ACTUAL TO 2005-06 ADOPTED**

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Proposed
General Government				
City Council	\$190,538	\$143,203	\$132,441	\$147,845
City Clerk	182,786	201,896	166,420	218,603
City Treasurer	62,596	66,096	69,029	76,879
City Attorney	455,040	480,110	374,771	450,196
City Manager	828,548	815,850	362,583	411,020
Human Resources	-	-	373,680	419,698
Finance	780,077	622,194	532,868	738,718
Subtotal	2,499,585	2,329,349	2,011,792	2,462,959
Police	8,309,731	7,988,109	8,759,328	9,973,533
Fire	5,008,440	5,218,753	5,662,295	6,368,815
Public Works				
Administration & Engineering	1,502,922	1,196,913	1,018,082	1,029,528
Streets Maintenance	1,453,182	1,053,835	1,080,308	1,104,686
Subtotal	2,956,104	2,250,748	2,098,390	2,134,214
Community Development				
Planning	388,470	434,031	220,603	435,101
Building Inspection	979,775	703,585	753,254	909,100
Subtotal	1,368,245	1,137,616	973,857	1,344,201
Parks & Recreation				
Recreation Services	694,653	692,214	1,050,332	1,170,595
Parks Maintenance	1,866,410	1,792,352	1,840,994	2,013,760
Senior Services	468,267	467,336	521,731	583,067
Subtotal	3,029,330	2,951,902	3,413,057	3,767,422
Library	1,606,008	1,732,430	1,528,758	1,626,113
Non-Departmental	946,570	849,613	2,008,221	1,959,699
Total	<u>\$25,724,013</u>	<u>\$24,458,520</u>	<u>\$26,455,698</u>	<u>\$29,636,956</u>

REDEVELOPMENT OPERATIONS FINANCIAL SUMMARY 2005-06

		2005-06 Adopted
Beginning Balance, July 1		\$137,447
Revenues		
80% Tax Increment	1,060,200	
Expenditures		
Operations	664,157	
Debt Service	650,000	
Total Expenditures	<u>1,314,157</u>	
Operating Surplus (Deficit)		(253,957)
Advance from Equipment Reserve Fund		<u>150,000</u>
Ending Balance, June 30		<u><u>\$33,490</u></u>

	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Revenue				
80% Tax Increment	\$722,571	\$610,944	\$821,800	\$1,060,200
Total Revenues	<u>\$722,571</u>	<u>\$610,944</u>	<u>\$821,800</u>	<u>\$1,060,200</u>

	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Expenditures				
Operations	\$299,743	\$542,310	\$588,434	\$664,157
Debt Service	\$650,000	\$650,000	\$650,000	\$650,000
Total Expenditures	<u>\$949,743</u>	<u>\$1,192,310</u>	<u>\$1,238,434</u>	<u>\$1,314,157</u>

**REDEVELOPMENT LOW & MODERATE INCOME HOUSING
FINANCIAL SUMMARY
2005-06**

	<u>2005-06 Adopted</u>
Beginning Balance, July 1	\$411,452
Revenues	
20% Tax Increment	573,000
Expenditures	
Operations	439,889
Operating Surplus (Deficit)	<u>133,111</u>
Ending Balance, June 30	<u><u>\$544,563</u></u>

	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Revenue				
20% Tax Increment	\$336,316	\$318,367	\$453,944	\$573,000
Total Revenues	<u>\$336,316</u>	<u>\$318,367</u>	<u>\$453,944</u>	<u>\$573,000</u>

	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Expenditures				
Operations	\$377,354	\$248,225	\$296,009	\$439,889
Total Expenditures	<u>\$377,354</u>	<u>\$248,225</u>	<u>\$296,009</u>	<u>\$439,889</u>

**WATER ENTERPRISE FINANCIAL SUMMARY
2005-06**

		<u>2005-06 Adopted</u>
Beginning Balance, July 1		\$961,000
Revenues		
Water Service Billing	6,334,106	
Service Charges	59,000	
Delinquent Recovery	165,000	
Interest Earnings	<u>20,000</u>	
Total Revenues		<u>6,578,106</u>
Expenditures		
Operations:		
Supply	3,113,912	
Distribution	2,002,826	
Utility Billing	859,819	
Transfer to Capital	*	
Total Expenditures		<u>5,976,557</u>
Operating Surplus (Deficit)		<u>601,549</u>
Ending Balance, June 30		<u><u>\$1,562,549</u></u>

* Financial summary does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

**WATER ENTERPRISE DETAIL
2005-06**

	2002-03	2003-04	2004-05 Est.	2005-06
Revenue	Actual	Actual	Act.	Adopted
Water Service Billing	\$5,697,254	\$6,018,664	\$6,334,106	\$6,334,106
Service Charges	53,956	110,695	58,000	59,000
Delinquent Recovery	134,415	179,519	165,000	165,000
Capacity Charges	35,536	92,888	114,700	-
Reimbursed Construction	10,889	13,736	47,269	-
Interest Earnings	23,648	1,176	20,000	20,000
Total Revenues	<u>\$5,955,698</u>	<u>\$6,416,678</u>	<u>\$6,739,075</u>	<u>\$6,578,106</u>

	2002-03	2003-04	2004-05 Est.	2005-06
Expenditures	Actual	Actual	Act.	Adopted
Water Supply	\$2,401,279	\$2,872,297	\$2,575,152	\$3,113,912
Water Distribution	1,902,791	1,939,335	1,640,594	2,002,826
Utility Billing	757,658	901,547	877,582	859,819
Transfer to Capital	1,426,550	1,420,000	-	*
Total Expenditures	<u>\$6,488,278</u>	<u>\$7,133,179</u>	<u>\$5,093,328</u>	<u>\$5,976,557</u>

* Detail does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

WATER FUND
PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS

ENHANCEMENT	TOTAL COST	NEW REVENUE	NET IMPACT ON WATER FUND
Water Supply			
1.0 Water Resources Manager	\$119,100	\$0	\$119,100
Utility Billing			
Billing Production and Mailing Enhancement	4,900	0	4,900
Total	\$124,000	\$0	\$124,000

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**STORMWATER ENTERPRISE FINANCIAL SUMMARY
2005-06**

		<u>2005-06 Adopted</u>
Beginning Balance, July 1		\$42,451
Revenues		
Stormwater Assessment	542,250	
Interest Earnings	<u>1,000</u>	
Total Revenues		<u>543,250</u>
Expenditures		
Operations	405,201	
Transfer to Capital	<u>*</u>	
Total Expenditures		<u>405,201</u>
Operating Surplus (Deficit)		<u>138,049</u>
Ending Balance, June 30		<u><u>\$180,500</u></u>

* Financial summary does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

STORMWATER ENTERPRISE DETAIL 2005-06

	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Revenue				
Stormwater Fee	\$561,213	\$532,322	\$542,250	\$542,250
Interest Earnings	1,891	-	1,000	1,000
Total Revenues	<u>\$563,104</u>	<u>\$532,322</u>	<u>\$543,250</u>	<u>\$543,250</u>

	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Expenditures				
Operations	\$251,917	\$312,651	\$284,496	\$405,201
Transfer to Capital	341,100	289,022	230,000	*
Total Expenditures	<u>\$593,017</u>	<u>\$601,673</u>	<u>\$514,496</u>	<u>\$405,201</u>

* Detail does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

**WASTEWATER ENTERPRISE FINANCIAL SUMMARY
2005-06**

		<u>2005-06 Adopted</u>
Beginning Balance, July 1		(\$5,434)
Revenues		
Wastewater Service Billing	6,319,600	
Interest Earnings	<u>85,000</u>	
Total Revenues		<u>6,404,600</u>
Expenditures		
Operations	4,855,282	
Debt Service	1,447,700	
Transfer to Capital	<u>*</u>	
Total Expenditures		<u>6,302,982</u>
Operating Surplus (Deficit)		<u>101,618</u>
Ending Balance, June 30		<u><u>\$96,184</u></u>
One Time Charge for Joint Treatment Plant Expansion		\$980,000

* Financial summary does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

WASTEWATER ENTERPRISE DETAIL 2005-06

Revenue	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Wastewater Service Billing	\$5,107,490	\$5,229,879	\$6,319,600	\$6,319,600
Interest Earnings	153,627	99,890	83,000	85,000
Capacity Charges	76,872	202,130	255,135	-
Other Charges	34,924	23,488	69,486	-
Total Revenues	<u>\$5,372,913</u>	<u>\$5,555,387</u>	<u>\$6,727,221</u>	<u>\$6,404,600</u>

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Operations	\$4,441,679	\$4,548,732	\$4,481,137	\$4,855,282
Debt Service	458,453	1,254,720	1,452,700	1,447,700
Transfer to Capital	721,100	1,400,000	225,000	*
Total Expenditures	<u>\$5,621,232</u>	<u>\$7,203,452</u>	<u>\$6,158,837</u>	<u>\$6,302,982</u>

* Detail does not account for a transfer for capital improvements that will be proposed with the 2005-06 Capital Improvement Program Budget.

**CABLE TELEVISION ENTERPRISE SUMMARY
2005-06**

		<u>2005-06 Adopted</u>
Beginning Balance, July 1		(\$170,702)
Revenues		
Basic Service (incl Local Orig.)	4,939,998	
Internet Service Fees	1,355,388	
Premium Channels	619,792	
Digital Service	286,420	
Pay-Per-View	38,733	
Video On Demand (VOD)	35,636	
International Programming	38,323	
Pass-Through Fees	343,982	
Othe Receipts	<u>388,437</u>	
		<u>8,046,709</u>
Expenditures		
CATV Operations	7,879,173	
Local Origination	<u>164,612</u>	
Total Expenditures		<u>8,043,785</u>
Operating Surplus (Deficit)		<u>2,924</u>
Ending Balance, June 30		<u><u>(\$167,778)</u></u>

**CABLE TELEVISION ENTERPRISE DETAIL
2005-06**

Revenue	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
Basic Service (incl Local Orig.)	\$4,997,286	\$5,210,179	\$4,651,991	\$4,939,998
Internet Service Fees	703,280	947,790	1,145,792	1,355,388
Premium Channels	-	-	583,658	619,792
Digital Service	-	-	269,721	286,420
Pay-Per-View	-	-	36,475	38,733
Video On Demand (VOD)	-	-	-	35,636
International Programming	-	-	36,089	38,323
Pass-Through Fees	343,691	324,000	314,106	343,982
Othe Receipts	428,665	436,252	398,911	388,437
Total Revenues	<u>\$6,472,922</u>	<u>\$6,918,221</u>	<u>\$7,436,743</u>	<u>\$8,046,709</u>

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Est. Act.	2005-06 Adopted
CATV Operations	\$6,718,609	\$7,288,957	\$6,539,138	\$7,879,173
Local Origination	202,540	134,945	159,162	164,612
Total Expenditures	<u>\$6,921,149</u>	<u>\$7,423,902</u>	<u>\$6,698,300</u>	<u>\$8,043,785</u>

**CITY PERSONNEL SUMMARY
1998-00 TO 2005-06**

Department	1998-00	2000-02	2002-04	2004-05	2005-06 Proposed	2005-06 Adopted
General Fund						
City Council	5.00	5.00	5.00	5.00	5.00	5.00
City Clerk	1.50	1.50	2.00	1.50	1.50	1.50
City Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Legal Services	2.00	1.30	1.25	1.25	1.25	1.25
City Manager & HR	5.00	4.80	4.80	3.75	3.75	3.75
Finance	6.00	6.00	6.00	5.00	5.00	5.00
Police	70.00	70.00	70.00	64.00	64.00	67.00
Fire	35.50	36.00	36.00	36.00	36.00	36.00
Public Works						
Admin. & Engineering	11.50	11.58	10.98	7.75	7.75	7.75
Streets Maintenance	10.64	11.63	8.28	5.60	5.60	5.60
Community Development						
Planning	6.00	5.00	3.45	2.45	2.45	3.25
Building	4.00	6.00	4.50	4.10	4.10	6.10
Parks & Recreation Services						
Recreation	7.00	7.00	7.00	4.05	4.05	4.05
Parks Maintenance	19.00	19.30	19.30	17.25	17.25	18.25
Senior Services	2.00	2.00	2.00	2.45	2.45	2.45
Library Services	13.13	13.13	13.00	10.50	10.50	10.50
Subtotal	199.27	201.24	194.56	171.65	171.65	178.45
Special Revenues						
Solid Waste	0.00	0.00	0.10	0.30	0.30	0.30
RDA Operations	0.00	0.50	3.20	2.80	2.80	2.90
RDA Low/Mod Housing	0.00	0.50	1.85	1.65	1.65	1.75
Subtotal	-	1.00	5.15	4.75	4.75	4.95
Internal Services						
Central Garage	3.30	3.32	3.17	3.35	3.35	3.35
Buildings and Facilities	5.50	6.25	9.25	6.20	6.20	6.20
Technology Support	0.00	1.00	3.00	3.00	3.00	3.00
Self-Insurance	0.00	0.90	0.95	1.00	1.00	1.00
Subtotal	8.80	11.47	16.37	13.55	13.55	13.55
Enterprise Funds						
Water Enterprise	19.66	20.33	20.59	20.90	20.90	21.90
Stormwater Enterprise	0.00	0.00	2.25	2.55	2.55	2.55
Wastewater Enterprise	12.40	12.08	13.33	14.60	14.60	14.60
Cable Television Enterprise	19.50	19.50	19.50	19.50	18.50	18.50
Subtotal	51.56	51.91	55.67	57.55	56.55	57.55
Total Positions (all funds)	259.63	265.62	271.75	247.50	246.50	254.50

**PERSONNEL ALLOCATIONS BY DEPARTMENT
2005-06 ADOPTED**

Elected Offices

	General Fund
City Council	5.00
City Clerk	1.00
Deputy City Clerk (appointed)	0.50
City Treasurer	1.00
	7.50

City Attorney's Office

	General Fund	Self Insurance Fund		
	City Attorney's Office	Workers Compensation	Liability	Total
City Attorney	0.75	0.00	0.25	1.00
Legal Secretary	0.50	0.25	0.25	1.00
	1.25	0.25	0.50	2.00

Management Services

	General Fund		Self Insurance Fund	
	City Manager's Office	Human Resources	Workers Compensation	Total
City Manager	1.00	0.00	0.00	0.00
Human Resources Director	0.00	0.75	0.25	1.00
Exec. Assist. to the CM	1.00	0.00	0.00	0.00
Secretary	0.00	1.00	0.00	1.00
	2.00	1.75	0.25	2.00

Finance Department

	General Fund	Water Enterprise Fund	
	Administration	Utility Billing	Total
Finance Director	1.00	0.00	1.00
Assistant Director	1.00	0.00	1.00
Financial Services Sup.	0.00	1.00	1.00
Accountant	1.00	0.00	1.00
Acct. & Cust. Serv. Rep. III	1.00	0.00	1.00
Acct. & Cust. Serv. Rep. I/II	1.00	5.00	6.00
	5.00	6.00	11.00

**PERSONNEL ALLOCATIONS BY DEPARTMENT
2005-06 ADOPTED**

Police Department

	General Fund
Chief of Police	1.00
Police Captain	1.00
Police Lieutenant	2.00
Police Sergeant	7.00
Police Officer	37.00
Executive Assistant	1.00
Records/Dispatch Supervisor	1.00
Public Safety Dispatcher I/II	7.00
Police Clerk II	5.50
Community Services Officer	4.50
	67.00

Fire Department

	General Fund
Fire Chief	1.00
Division Chief	1.00
Battalion Chief	3.00
Captain	10.00
Firefighter	20.00
Secretary	1.00
	36.00

Public Works Department

	General Fund		Water Fund		Stormwater	Wastewater Fund	Internal Service	Special Revenue	
	Admin & Eng.	Streets	Supply	Distrib.	Operations	Operations	Central Garage	Solid Waste	Total
Director	0.25	0.15	0.15	0.15	0.00	0.25	0.05	0.00	1.00
Deputy Dir. Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Dir. Utilities	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Services Manager	0.00	0.25	0.50	0.50	0.25	0.50	1.00	0.00	3.00
Senior Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	3.00
Field Supervisor	0.00	0.75	0.30	0.70	0.25	1.00	0.00	0.00	3.00
Water Quality Tech	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.50	0.00	0.25	0.00	0.00	0.00	0.00	0.25	1.00
Engineering Tech	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	1.00	0.00	0.00	2.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	4.00	2.00	6.00	2.00	9.00	0.00	0.05	23.05
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Secretary	2.00	0.25	0.50	0.50	0.00	0.50	0.25	0.00	4.00
	7.75	5.60	5.35	9.55	2.55	14.60	3.35	0.30	49.05

Schedule includes 0.05 Maintenance Worker assigned to the Parks Maintenance Division and paid for by the Solid Waste Fund

**PERSONNEL ALLOCATIONS BY DEPARTMENT
2005-06 ADOPTED**

Community Development Department

	General Fund		Redevelopment		Total
	Planning Division	Building & Code Enforcement	Operations	Low/Mod Income Housing	
Community Devel. Director	0.55	0.00	0.30	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.70	0.30	1.00
Senior Planner	0.60	0.00	0.30	0.10	1.00
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.25	0.25	1.00
Code Enforcement Officer	0.00	0.90	0.70	0.40	2.00
Community Devel. Tech I/II	0.80	0.80	0.25	0.15	2.00
	2.45	4.10	2.80	1.65	11.00

Parks & Recreations Department

	General Fund			Internal Service	Total
	Recreation Services	Parks Maintenance	Senior Services	Buildings & Facilities	
Parks & Recreation Director	0.35	0.50	0.15	0.00	1.00
Recreation Services Manager	1.00	0.00	1.00	0.00	2.00
Parks Services Manager	0.00	1.00	0.00	0.00	1.00
Recreation Services Supervisor	2.00	0.00	1.00	0.00	3.00
Field Supervisor	0.00	1.50	0.00	0.50	2.00
Maintenance Technician I/II	0.00	3.25	0.00	0.75	4.00
Maintenance Worker I/II	0.00	11.00	0.00	0.00	11.00
Custodian I/II	0.00	0.00	0.00	4.95	4.95
Executive Assistant	0.35	0.50	0.15	0.00	1.00
Secretary	0.35	0.50	0.15	0.00	1.00
Total	4.05	18.25	2.45	6.20	30.95

Schedule excludes 0.05 Maintenance Worker assigned to the Parks Maintenance Division and paid for by the Solid Waste Fund

**PERSONNEL ALLOCATIONS BY DEPARTMENT
2005-06 ADOPTED**

Library Services Department

	General Fund
Library Services Director	1.00
Assistant Director	1.00
Children's Services Manager	1.00
Technical Svcs/Support Lib.	1.00
Library Services Coordinator	2.00
Librarian	2.00
Library Assistant I/II	2.50
Total	10.50

Cable Television Department

	Cable Enterprise		Internal Service	
	Operations	Local Origination	Technology Support	Total
CATV Director	0.85	0.15	0.00	1.00
System Engineer	1.00	0.00	0.00	1.00
Business Manager	1.00	0.00	0.00	1.00
Programming & Network Mgr	0.20	0.80	0.00	1.00
Info. Tech. Analyst I/II	0.00	0.00	1.00	1.00
Computer Support Tech.	0.00	0.00	2.00	2.00
CATV Supervisor	1.00	0.00	0.00	1.00
CATV Technician III	3.00	0.00	0.00	3.00
CATV Technician I/II	6.00	0.00	0.00	6.00
Acct. & Cust. Serv. Rep. III	1.50	0.00	0.00	1.50
Acct. & Cust. Serv. Rep I/II	3.00	0.00	0.00	3.00
	17.55	0.95	3.00	21.50

Financial Summaries

CITY COUNCIL

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CITY COUNCIL

The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life. The City Council develops policy to ensure delivery of those high quality public services.

PROGRAMS

The City Council is the governing body of the City of San Bruno. The Mayor and 4 City Councilmembers are elected at large by residents of San Bruno to develop policy for City operations and to ensure the delivery of necessary services to promote and enhance the physical, social and economic vitality of the community.

The City operates under a Council-Manager form of government. The Mayor presides at City Council regular public meetings held on the second and fourth Tuesdays of each month. The Mayor and Council serve as a collective body and is the power of authority. The Mayor and Councilmembers have no authority as individuals; they act by a majority to achieve their objectives.

The City Council appoints the City Manager, who supports the City Council in its policy development functions and is responsible to ensure implementation of City Council policy and programs, and the City Attorney who serves as the legal advisor to the City Council and staff.

As the City's policy-making body, the City Council has the ultimate responsibility to the people of San Bruno for all programs and City services. The City Council approves all ordinances, resolutions and major contracts, approves and modifies the budget. All major changes in direction or emphasis and organizational changes must be approved by the City Council. The primary services provided include:

- **CITY COUNCIL ACTIVITIES**

The City Council represents the constituents of San Bruno by setting the City's policies and developing new laws and regulations for the betterment of the City. The City Council hires the City Manager to oversee all City employees and direct work programs set by the City Council. The City Council also hires the City Attorney to provide legal advice.

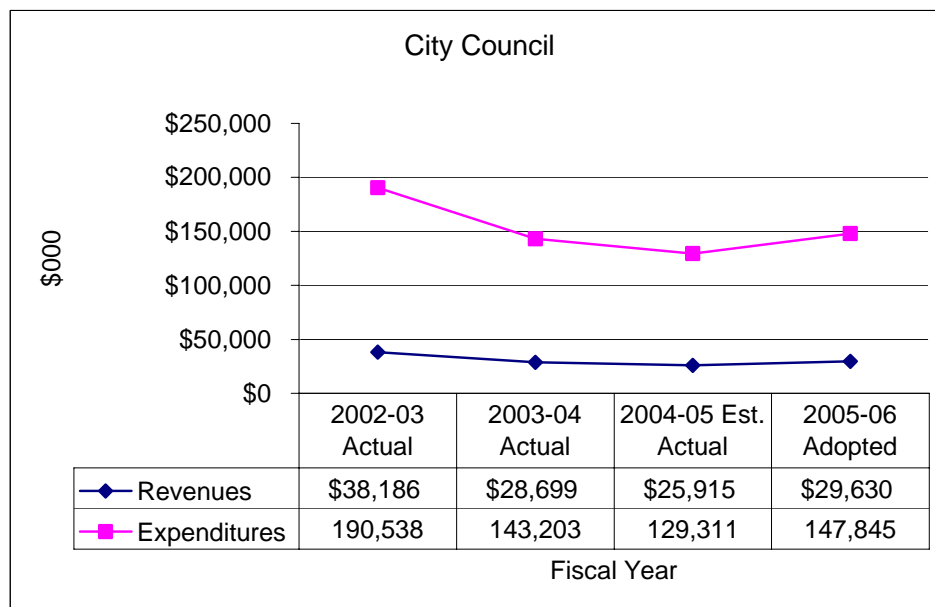
- **COMMUNITY PROMOTIONS**

The City Council will allocate funds to support various community organizations and events.

PROGRAM RESOURCES

The Department's programs require resources for an expenditure budget of \$134,845, 35% of which is attributed to personnel and 59% is attributed to operations cost. The expenditure budget includes costs for 5.0 part time City Council members official activities, and funding for employee recognition and community promotion through financial support for local community-based programs.

City Council



REVENUES

The City Council is a general government department supported by the City's General Fund. As a general administration department providing support to enterprise fund activities, the Department's expenditures are partially offset by the General Administration Allocation.

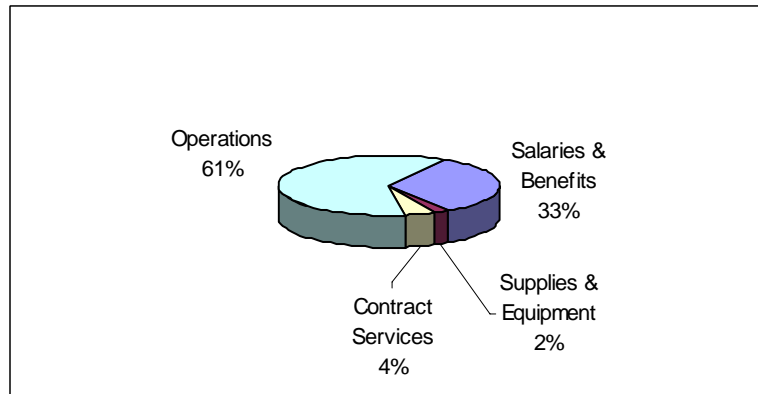
EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 35% for personnel costs and 65% for supplies and equipment, operations and professional services. Expenditures for all City Council programs and community organizations continue to be reduced reflecting the City's continuing resource constraints for fiscal year 2005-06.

PERSONNEL

San Bruno has an elected five-member City Council. The Mayor, one of the members of the City Council, is directly elected for a two-year term. Other members are elected for four-year staggered terms with elections held in November of odd-numbered years.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$ 45,880	\$ 60,419	\$ 46,895
Supplies & Equipment	2,600	3,000	3,100
Contract Services	6,000	0	6,000
Operations	92,000	67,013	91,850
	<u>\$ 146,480</u>	<u>\$ 130,432</u>	<u>\$ 147,845</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$29,160
200 - Employee Benefits.....	<u>17,735</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$46,895

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$3,000
302 - Copier Charges	<u>100</u>
Subtotal	\$3,100

CONTRACT SERVICES

401 - Professional Service\$6,000
Strategic planning and team building

OPERATIONS

411 - Communications\$1,500

412 - Postage 100

441 - Printing & Copy Work 31,000
Community Focus newsletter, four issues per year

501 - Dues & Memberships25,550
Association of Bay Area Governments (ABAG) - \$6,250
League of California Cities – \$12,700
Peninsula Policy Partnership – \$5,000
San Mateo County Airport Community Roundtable - \$1,500
Peninsula Division - \$100

502 - Meetings & Conferences 6,000

503 - Publications & Subscriptions 400

506 - Community Promotion 15,000

516 - Appreciation Events.....8,000

523 - Special Projects/Events.....4,300
Narita Sister City activities

Subtotal\$91,850

DEPARTMENT TOTAL\$147,845

PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS

ENHANCEMENT	TOTAL COST	NEW REVENUE	NET IMPACT ON GENERAL FUND
Additional Issue of FOCUS Newsletter FOCUS is the City of San Bruno's primary public communication tool. FOCUS articles range in topic from policy concerns, such as describing the City's code enforcement program, to announcing community events. The number of FOCUS issues in 2004-05 was three, down from the historical four issues per year. Given the important function of FOCUS as the primary distribution of the City's message, restoring the historical number of issues per year best serves the community at large.	\$8,000	\$0	\$8,000
Total	\$8,000	\$0	\$8,000

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CITY CLERK'S OFFICE

City Clerk's Office

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CITY CLERK'S OFFICE

Assure open accountable government for all citizens of San Bruno by providing easy access to public information, maintaining accurate records of City Council Actions and Policy and encouraging participation in local government.

PROGRAMS

The City Clerk serves as Clerk to the City Council and performs statutory duties prescribed by State Law. The department is responsible for maintaining the historical record of all official City meeting minutes, ordinances, and resolutions. As the official elections officer, the City Clerk assists candidates in meeting their legal responsibilities before, during, and after an election. The department compiles the City Council's meeting agenda and is responsible for posting and publishing all meeting and legal notices. The City Clerk also serves as Secretary to the San Bruno Redevelopment Agency. The primary services provided include:

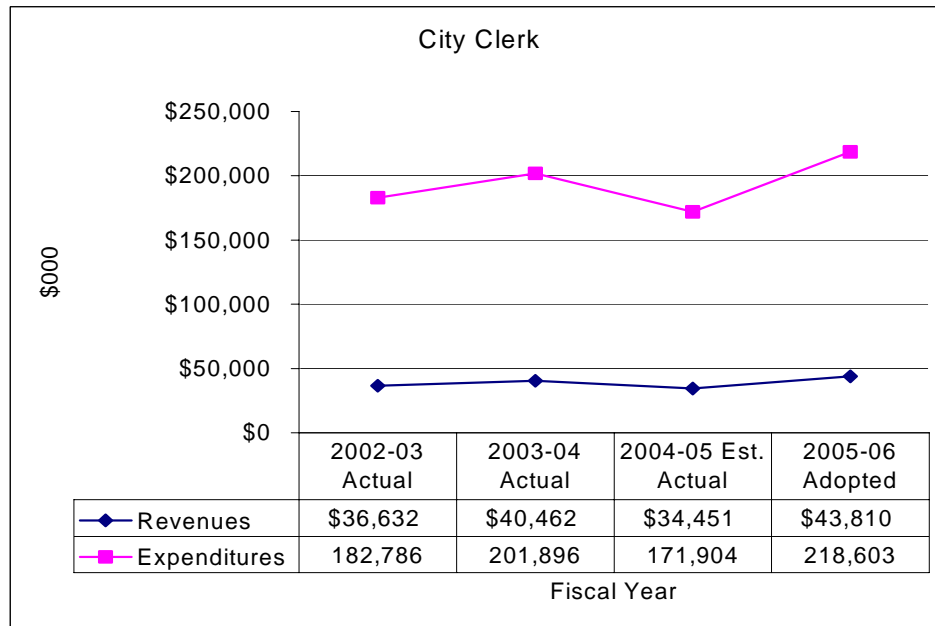
- **CLERK TO THE CITY COUNCIL**
The City Clerk generates agendas and meeting minutes for regular and special meetings of the City Council and is responsible for the resolutions, ordinances, and local elections.
- **STATUTORY DUTIES REQUIRED BY STATE LAW**
The City Clerk adheres to the Political Reform Act requirements, certifies documents using the Official City seal, administers oaths, and provides records management.
- **NON-STATUTORY RESPONSIBILITIES**
The City Clerk processes claims against the City, issues permits, provides information and documents to the public.

PRIORITY FOCUS

Providing fast and courteous service by face-to-face contact, telephone, mail, and Internet service is a key goal and objective of the department in 2005-06. The City Clerk's office provides support to all departments and the public in the form of record research and information retrieval. By assuring the availability of accurate and relevant research and information, the City Clerk's office supports all City departments in achieving their priority focus goals of developing a strong economic base to promote City economic vitality and enhancing the City's appearance and image in a manner responsive to the community's needs and interests.

PROGRAM RESOURCES

The Department's programs require an expenditure budget of \$218,603, over 65% of which is attributed to personnel and 15% is attributed to election cost. As a general administration department providing support to enterprise fund activities, the department's expenditures are partially offset by the General Administration Allocation



REVENUES

The Department is responsible for issuing permits for a variety of special circumstances as detailed in the Master Fee Schedule. The Master Fee Schedule was updated to reflect the City Council's direction on cost recovery. Some fees related to the City Clerk activities are set by State law and do not adequately recover the cost of providing the service to the public (e.g. California Public Records Act limits copy fees to \$0.10 per page). New for 2005-06 is a fee to partially recover the cost of printing candidate's statements during municipal elections.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 65% for personnel costs and 35% for operations and professional services. Operations expenditures provide for supplies and services necessary to deliver the department's programs. Included in this budget are provisions for municipal code updates and internal maintenance/support allocations (e.g. technology support and janitorial services). An increase in expenditures for 2005-06 will be required due to the cost to hold the November 8, 2005, General Municipal Election, which will include a large number of open elected positions and ballot measures.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	0.50	0.50
	2.00	2.00	2.00	1.50	1.50

The largest share of the Department's budget is personnel expense totaling \$147,378 or 65% of the total expenditures. On July 1, 2004, the Deputy Clerk was reduced from full to part-time status in order to reduce personnel expense. Despite the reduction, the office remains committed to provide regular office hours and timely responses to all requests for service.

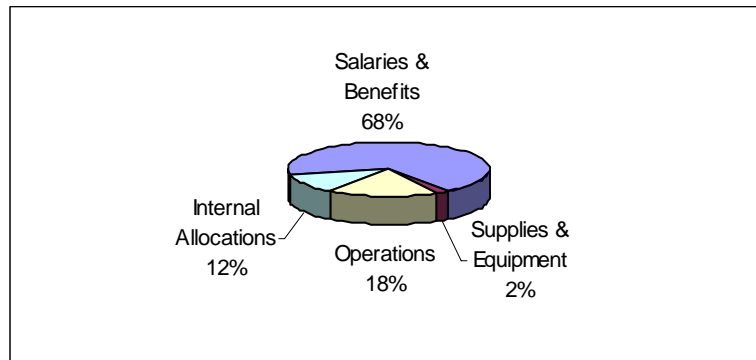
2004-05 ACCOMPLISHMENTS

- ✓ Adjusted work schedules to maintain regular office hours with reduction in full time staff.
- ✓ Installation of a self-service counter telephone complete with departmental directory.
- ✓ Maintained monthly public meeting calendar and posted on the City's web site.
- ✓ Assisted with the bi-annual re-appointment of citizens to Committees, Boards, and Commissions.
- ✓ Timely posting of agendas and minutes on the City's new web site.
- ✓ Successful completion of the 2005 Youth In Government Program.
- ✓ Completed 2004/2005 Annual Statements of Economic Interests for all designated officials and positions by filing deadline.

2005-06 GOALS & OBJECTIVES

- ❑ Encourage more residents to participate in local government including the continuation of the Capuchino High School "Youth in Government Program".
- ❑ Develop a Candidate Election Guide to be distributed to all citizens interested in participating in the November 8, 2005, General Municipal Election.
- ❑ Explore the implementation of an automated agenda process for interdepartmental use.
- ❑ Conduct the General Municipal Election, including ballot measure regarding sale and use of "safe and sane" fireworks.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$127,667	\$130,312	\$147,378
Supplies & Equipment	2,600	5,100	5,100
Operations	7,850	7,184	38,184
Internal Allocations	28,303	28,303	27,941
	<u>\$166,420</u>	<u>\$170,899</u>	<u>\$218,603</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$84,452
102 - Regular Part Time	27,658
200 - Employee Benefits.....	<u>35,268</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$147,378

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$1,600
302 - Copier Charges	<u>3,500</u>
Subtotal	5,100

OPERATIONS

411 - Communications	\$1,634
412 - Postage	1,000
431 - Advertising – Legal Ads	1,500
501 - Dues & Memberships	750
California City Clerks Association, & San Bruno Rotary	
502 - Meetings & Conferences	800
Clerks Association of San Mateo County & annual California Clerks Conference	
503 - Publications & Subscriptions	1,500
Book Publishing Co. for ordinances publications & updates plus cost of California Elections Code updates	
508 - Management Professional Development.....	1,000
543 - Municipal Elections	<u>30,000</u>
General Municipal Election Scheduled for November 8, 2005 cost of \$1.50 per registered voter	
Subtotal	38,184

INTERNAL ALLOCATIONS & TRANSFERS

576 - Buildings & Facilities Maintenance Allocation	\$19,917
577 - Technology Support Allocation	<u>8,024</u>
Subtotal.....	\$27,941

DEPARTMENT TOTAL **\$218,603**

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CITY TREASURER'S OFFICE

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CITY TREASURER'S OFFICE

Actively invest City funds, maintain the safety of funds and forecast liquidity needs for future expenditures.

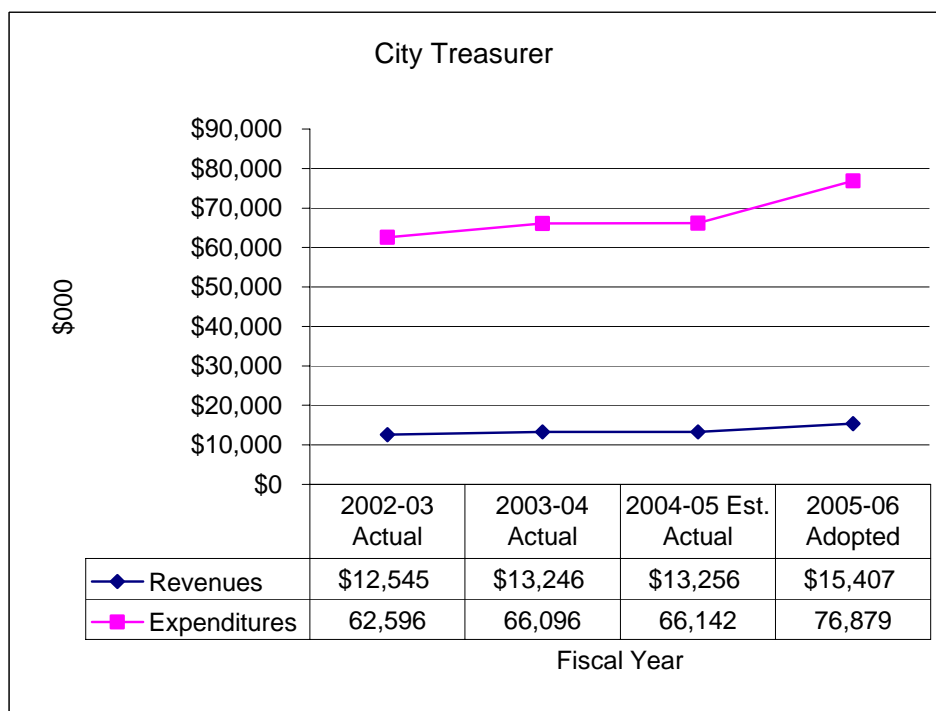
PROGRAMS

The City Treasurer is elected by the citizens of San Bruno to ensure the safety, investment, and management of cash necessary to meet approved City expenditures. Constant monitoring of cash receipts and cash needs allows the City Treasurer the opportunity to anticipate cash flow requirements allowing for optimum return on invested funds. On a monthly basis, the Treasurer reconciles the computer generated fund balances to the bank and invested balances resulting in reports transmitted to the City Council. The primary services provided include:

- **MANAGEMENT OF FUNDS**
The Treasurer provides cash management for timely payment of approved City expenditures.
- **INVESTMENT OF FUNDS AND REPORTING**
The Treasurer monitors interest earnings on invested funds and supplies monthly reporting to City Council.
- **CUSTODY AND DEPOSIT OF FUNDS**
The Treasurer secures safe placement of City funds.
- **RECONCILIATION**
The Treasurer reconciles fund balances to the bank and investment statements monthly.

PROGRAM RESOURCES

The City's entire cost for banking, armored car services, and investment are paid from the Treasurer's budget. The investment earnings are distributed among various City funds.



REVENUES

As a general administration department providing support to enterprise fund activities, the Department's expenditures are partially offset by the General Administration Allocation. The City Treasurer's efforts to carefully manage the City's funds allow for maximum investment and liquidity of funds. All the investment earnings are distributed to the City fund of origin on a quarterly basis. The active management of the City's funds fully recovers the cost of operating the City Treasurer's department.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 75% for personnel costs and 25% for operations and professional services.

PERSONNEL

The City Treasurer is an elected official and maintains a full time schedule to perform all the programs for the Department. No changes in personnel are anticipated for 2005-06.

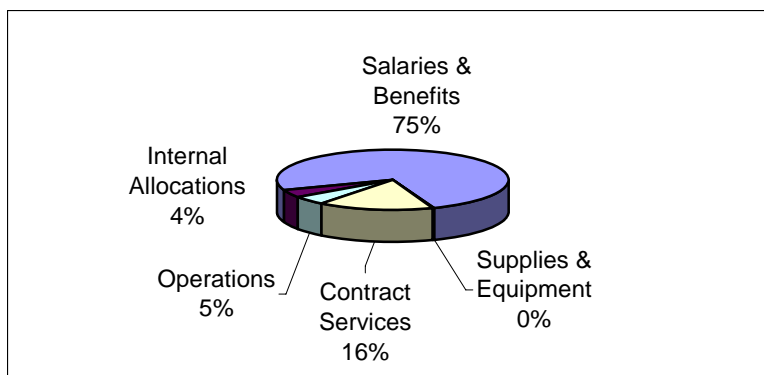
2004-05 ACCOMPLISHMENTS

- ✓ Positive investment returns in a year of very low interest rates.
- ✓ Exceeded mandated state requirements for Investment reporting.
- ✓ Updated the Bank Reconciliation Report.
- ✓ Updated Investment Report.

2005-06 GOALS & OBJECTIVES

- ❑ Update investment policy to reflect changes in State law. Yearly.
- ❑ Certified California Municipal Treasurer, Recertification.
- ❑ Clean up and destroy old files, as allowed by law.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$52,064	\$51,447	\$57,476
Supplies & Equipment	250	200	250
Contract Services	12,300	11,500	12,300
Operations	1,750	1,656	3,656
Internal Allocations	3,840	3,840	3,197
	<u>\$70,204</u>	<u>\$68,643</u>	<u>\$76,879</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$41,010
200 - Employee Benefits.....	<u>16,466</u>
PER's retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$57,476

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$250
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CONTRACT SERVICES

401 - Professional Service.....	\$12,300
Bank fees and charges - \$3,600	
Armored car service charge - \$5,200	
Safekeeping charges for investments - \$3,500	

OPERATIONS

411 - Communications	\$56
501 - Dues & Memberships	200
CMTA	
502 - Meetings & Conferences	2,000
Annual CMTA Conference in San Diego	
503 - Publications & Subscriptions	400
508 - Management Professional Development.....	<u>1,000</u>
Subtotal	\$3,656

INTERNAL ALLOCATIONS & TRANSFERS

577 - Technology Support Allocation.....	3,197
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DEPARTMENT TOTAL **\$76,879**

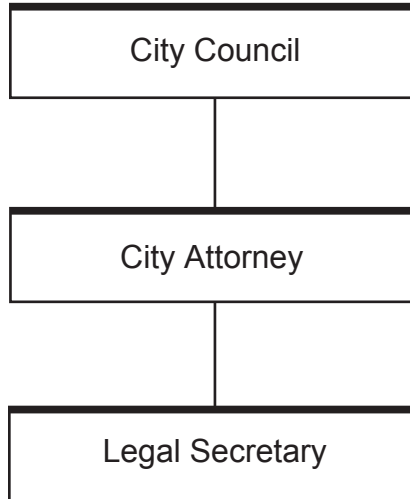
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CITY ATTORNEY'S OFFICE

LEGAL SERVICES

SELF-INSURANCE LIABILITY

CITY ATTORNEY



CITY ATTORNEY'S OFFICE – LEGAL SERVICES

PROGRAMS

Legal Services, consisting of a City Attorney and a Legal Secretary, is responsible for the administration of all City related legal matters. The primary services provided are:

- **LEGAL CONSULTATION AND SUPPORT**

Represents and advises the City Council, Redevelopment Agency, Planning Commission, other Boards and Commissions on legal matters.

Provides legal advice to City Manager and Departments on City matters.

Manages City-related litigation and claims including appearing on behalf of City in legal proceedings and directing the defense or prosecution of complex litigation matters assigned to outside counsel.

Serves as executive advisor to City Council and City Manager on non-legal matters involving program development, leadership, and public relations.

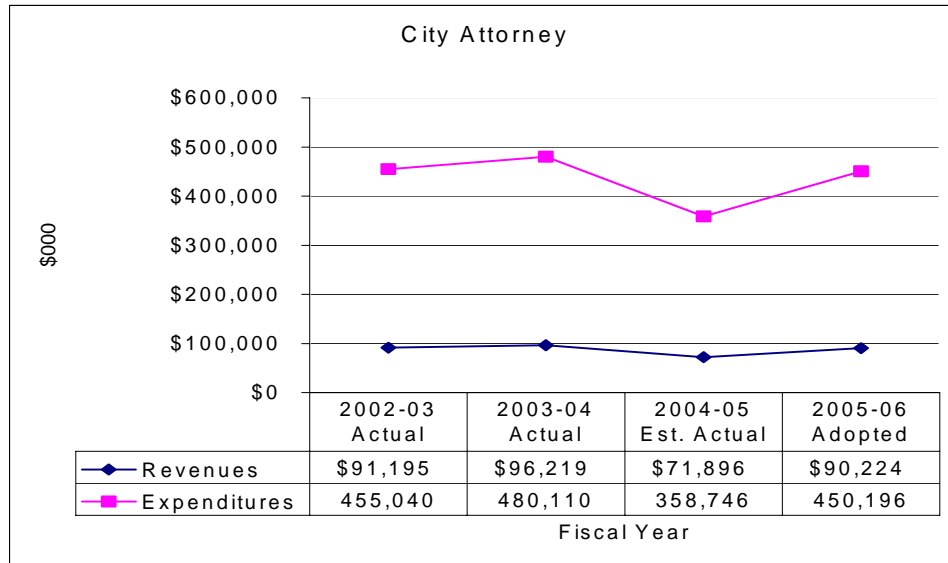
PRIORITY FOCUS

With the City's priority focus on economic development, the City Attorney provides legal support to the Community Development Department and to the City Manager in interfacing with developers and conducting negotiations on a broad range of land use issues. In addition, the City Attorney provides the necessary support to implement the City's goal of improving the community's appearance by working with code enforcement to develop uniform compliance procedures, by conducting training, and by initiating legal action where appropriate.

Legal Services

PROGRAM RESOURCES

The Department's activities require resources of an expenditure of \$450,196 and the dedication of 1.25 full time employees. In addition to the Department's effort, outside legal counsel is periodically retained in limited circumstances, especially for complex or highly specialized litigation.



REVENUES

Legal Services is a general government function supported by the City's General Fund. As a general administration department providing support to enterprise fund activities, the Department's expenditures are partially offset by the General Administration Allocation.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 47% for personnel costs and 53% for operations and professional services. Costs for outside legal counsel represent the budget category most subject to annual expenditure fluctuations. Legal service expenditures are offset by reimbursable legal fees (developers) and City Attorney initiated recovery of City property claims against third parties. Generally, costs for outside counsel arise from legal matters initiated by the City as directed by the City Council. The City Council weighs the cost for pursuing these matters against the benefit of the City prevailing at the end of the litigation. The budget request for 2004-05 for outside counsel is higher than budget amounts in previous years, but consistent with the actual annual expenditures over the past five years.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
City Attorney	0.80	0.75	0.75	0.75	0.75
Legal Secretary	0.50	0.50	0.50	0.50	0.50
	1.30	1.25	1.25	1.25	1.25

The City Attorney's Office is staffed by two full time positions. The balance of the personnel allocation charges the City Attorney (0.25) and the Legal Secretary (0.25) to the Self Insurance Liability Insurance division budget and the Legal Secretary (0.25) to the Self Insurance-Workers Compensation division budget.

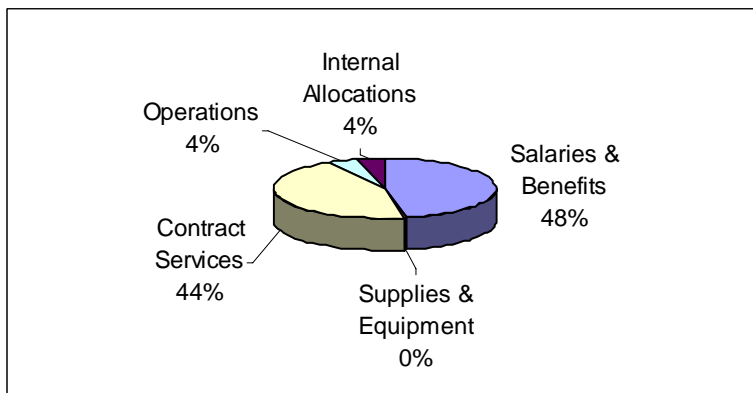
2004-05 ACCOMPLISHMENTS

- ✓ Reduced General Fund outside legal counsel expenditures
- ✓ Developed new ordinance addressing use and sale of safe and sane fireworks
- ✓ Supported City's El Camino Real/Sneath Lane street widening project by addressing land acquisition aspects of the project
- ✓ Developed standard forms for technical services contracts utilized primarily by Cable Department and standard reimbursement agreements for development projects
- ✓ Litigated numerous *Pitchess* motions limiting access to confidential personnel information and weapons confiscation cases resulting in court ordered destruction of guns and ammunition
- ✓ Presented update to Planning Commission on Brown Act and Political Reform Act developments and developed uniform by-laws for committees and commissions

2005-06 GOALS & OBJECTIVES

- Achieve improvements in the City's handling of maintenance and liability functions
- Coordinate and direct update of municipal code to include restoring historical annotations
- Work with City Manager and City Council to develop strategic water policy

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$189,012	\$207,622	\$210,930
Supplies & Equipment	2,500	1,700	1,700
Contract Services	200,000	125,000	200,000
Operations	14,975	16,928	18,517
Internal Allocations	19,374	19,374	19,049
	<u>\$425,861</u>	<u>\$370,624</u>	<u>\$450,196</u>

SALARIES AND BENEFITS

101 - Salaries & Wages	\$163,970
167 - Management Leave Buyout.....	5,000
200 - Employee Benefits.....	<u>41,960</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$210,930

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$1,700
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CONTRACT SERVICES

402 - Legal Service.....	\$200,000
Retaining outside counsel	

OPERATIONS

411 - Communications	\$2,064
412 - Postage	625
422 - Transportation Allowance	3,228
423 - Mileage Reimbursement.....	100
454 - Court and Litigation Expense	150
471 - Office Equipment Maintenance	100
501 -- Dues & Memberships	1,500
California State Bar Association - \$200	
International Municipal Lawyers Association - \$700	
San Mateo County Bar Association - \$600	
502 - Meetings & Conferences	2,000
503 - Publications & Subscriptions	7,500
Updates for law library, including U.S. Code and California Codes	
505 - Staff Training	250
508 - Management Professional Development.....	<u>1,000</u>
Subtotal	\$18,517

INTERNAL ALLOCATIONS & TRANSFERS

576 - Buildings & Facilities Maintenance Allocation	\$14,347
577 - Information Technology Allocation	<u>4,702</u>
Subtotal	\$19,049

DEPARTMENT TOTAL **\$450,196**

Legal Services
001.61040

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CITY ATTORNEY'S OFFICE – SELF INSURANCE LIABILITY

PROGRAMS

The Self Insurance Fund provides insurance protection for the City against public liability claims and physical damage of City assets.

To reduce insurance premium costs, the City self-insures public liability losses up to \$100,000 and non-vehicle property losses up to \$5,000. Excess insurance coverage protects the City above these limits. The City is a member of the joint insurance pool administered by the Association of Bay Area Governments (ABAG), ABAG Plan Corporation, which provides both excess liability and property coverage. This pool is primarily comprised of Bay Area cities and provides liability coverage above \$100,000 to a maximum of \$10,000,000. Property coverage through ABAG Plan Corp. is on the replacement values basis.

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers totaling \$1,761,000 based on a ratio of the fund's operating budgets to the combined budgets of all funds and prior claim history associated with the Fund's operations.

The City Attorney oversees the general liability aspect of the Self Insurance Fund, along with the Finance Director and the City Manager. The City participates in an insurance pool through the ABAG PLAN Corp. for general liability, property, and public official bond coverage. The City is self insured to a maximum of \$100,000 per occurrence. The Plan provides coverage from \$100,000 to a maximum of \$10,000,000. The primary services provided include:

- **LIABILITY INSURANCE**

Liability Insurance handles tort claims filed against the City and City property claims for recovery against third parties.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 10% for personnel costs and 90% for professional services.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Requested
City Attorney	0.25	0.25	0.25	0.25	0.25
Legal Secretary	0.25	0.25	0.25	0.25	0.25
	0.50	0.50	0.50	0.50	0.50

Self-Insurance Liability
711.67120

SALARIES & BENEFITS

101 - Salaries & Wages	\$60,380
200 - Employee Benefits.....	<u>15,811</u>
PERS Retirement, Medicare/FICA, Deferred Compensation, and Insurances	
Subtotal	\$76,191

CONTRACT SERVICES

451 - Insurance Premiums.....	\$525,000
ABAG Plan liability coverage	
452 - Insurance Claims Paid.....	175,000
454 - Court and Litigation	80,000
456 - Public Official Bond	750
457 - Property Premiums.....	<u>23,000</u>
Subtotal	\$803,750

DEPARTMENT TOTAL **\$879,941**

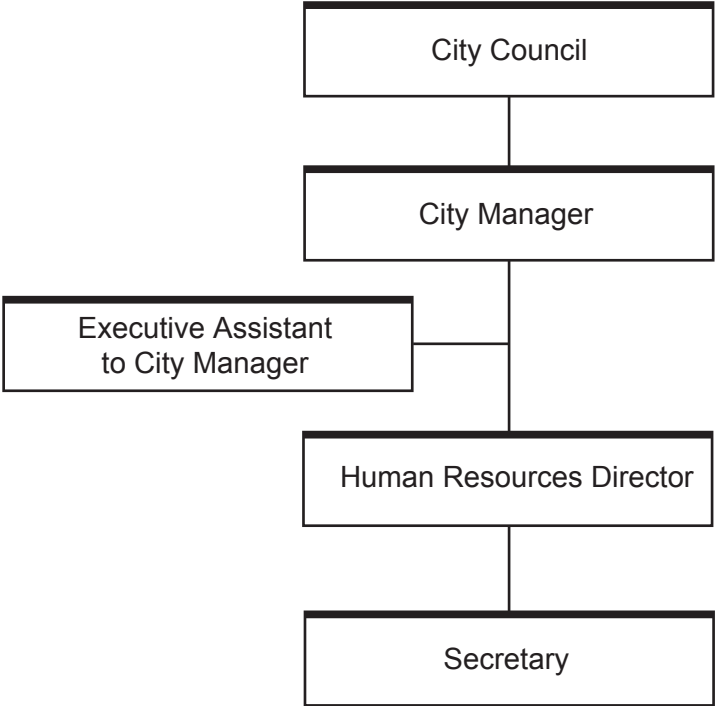
MANAGEMENT SERVICES

CITY MANAGER'S OFFICE

HUMAN RESOURCES DIVISION

WORKERS' COMPENSATION

MANAGEMENT SERVICES



MANAGEMENT SERVICES – CITY MANAGER'S OFFICE

The City Manager's Office coordinates and supervises all City departments and their operations to ensure effective and cost efficient delivery of city services and supports the City Council by guiding the formulation, development, and implementation of City Council directed policies, programs, and projects.

PROGRAMS

The City Manager is appointed by the City Council to serve as the chief executive officer of the municipal corporation. The City Manager has overall responsibility for sound, cost effective and efficient management of all City programs and services. The City Manager supports the City Council by recommending and implementing administrative, fiscal and operational policies; assuring that the analysis for items presented for City Council action is complete and sufficient to support City Council decision-making; directing a sound personnel management policy and practice to support teamwork, performance excellence and commitment to public service; overseeing all City services for high quality, customer-focused delivery; maintaining on-going awareness and participation in legislative programs and proposals affecting San Bruno; facilitating the City Council goals and objective and response to community needs and interests according to the highest standards of professionalism; and preparing and presenting a comprehensive annual operating and capital improvements budget. The City Manager's Office provides direct oversight of the Human Resources functions through the Assistant City Manager. The primary services provided include:

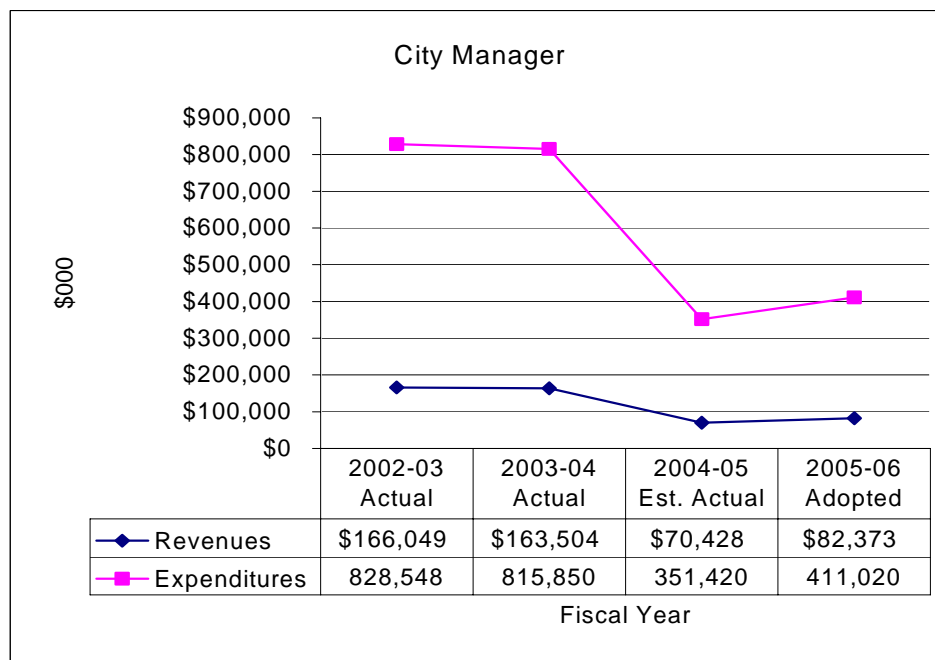
- **CITY COUNCIL POLICY DEVELOPMENT AND STRATEGIC PLANNING**
Management Services conduct facilitated City Council and City Council/Management staff strategic planning sessions to identify and plan work program goals and priorities.
- **MANAGEMENT AND OVERSIGHT OF ORGANIZATION**
Management Services oversee and assure delivery of all City services and operations in a customer-focused manner to ensure implementation of City Council policy and priorities.
- **COMMUNITY RELATIONS AND OUTREACH**
Management Services assure availability of public information and outreach on topics to ensure a well-informed citizenry and promote public involvement in City programs and policy development.
- **BUDGET DEVELOPMENT, MANAGEMENT AND IMPLEMENTATION**
Management Services ensure development and delivery of annual budgets and services consistent with budget reduction policies and evaluate all operations to assure best available method for cost efficient service delivery.
- **EXTERNAL ORGANIZATION RELATIONS**
Management Services provide representation for City interests at regional and statewide organizations.
- **RISK MANAGEMENT AND WORKERS COMPENSATION**
Management Services develop and implement risk management and liability avoidance programs and policies for all City operations.

Management Services - City Manager's Office

The focus of the City Manager's Office work program for 2005-06 will be to guide and ensure implementation of the City Council-approved policies to eliminate the projected budget deficit. The City Manager's Office will review significant changes to the department's core services including consideration of reorganization, restructuring, and streamlining service delivery. Strategic priorities to be addressed through the 2005-06 City-wide work program include strengthening the overall community economic vitality and appearance, assuring continued development of staff resources and a high quality work environment in the face of resource constraints, and maintaining and strengthening the City's community participation and outreach on issues of significant importance.

PROGRAM RESOURCES

The City Manager's Office consists of 2 full time employees, the City Manager and Executive Assistant to the City Manager. Budget reductions implemented for 2004-05 include a significant reduction of staffing to the Human Resources function administered through the City Manager's Office with the elimination of the Human Resources Manager position. As a result of this change, the Assistant City Manager's position has been reclassified to the Human Resources Director, a department head level position with similar salary and benefits, to accommodate the immediate needs of the organization's human resources management. The need for an Assistant City Manager remains, however under the current budget constraints, the City Manager has assumed direct responsibility for managing and completing the broad range of activities described in this Department's budget.



*Chart reflect creation of the Human Resources Division in 2004-05

REVENUES

As a general administrative department, the City Manager Office's costs are offset exclusively by revenue generated from charges to non-General Fund departments. In 2005-06, the Department will recover approximately 20% of operating expenses from other funds including: the Water, Wastewater and Cable Television Enterprise Funds, Redevelopment, and the Aircraft Noise Insulation Program. The Department has no opportunities to recover fees from the public for any service provided.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 80% for personnel costs and 20% for operations and professional services.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.80	0.80	0.80	0.40	0.00
Human Resources Manager	0.00	1.00	1.00	0.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	0.00	0.00
	3.80	4.80	4.80	2.40	2.00

2004-05 ACCOMPLISHMENTS

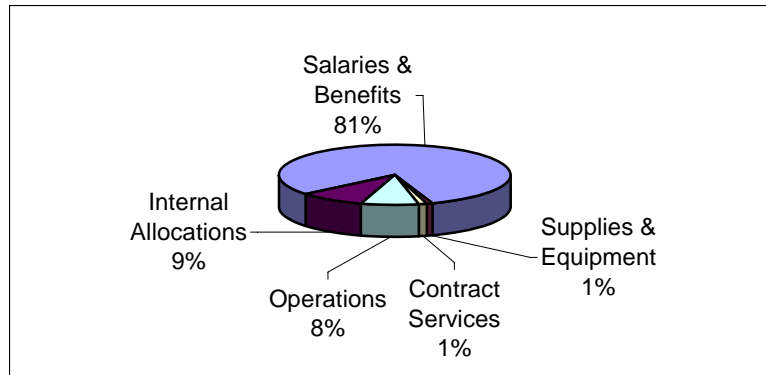
- ✓ Assisted the City Council in providing an effective and timely response to the City's budget deficit and implemented cost containment/deficit reduction strategies as approved by the Council.
- ✓ Facilitated executive management team building retreat.
- ✓ Reoriented organization's operations to address the Priority Focus and City Council directives.
- ✓ Initiated review and update of the City's Administrative Policies and Procedures.
- ✓ Negotiated the Owner's Participation Agreement (OPA) for the second phase of development at The Crossing San Bruno.

- ✓ Renegotiated several key implementation elements of The Crossing San Bruno and the Shops at Tanforan to ensure timely completion of major components of each project.
- ✓ Began recruitment efforts to replace two executive level managers, the Community Development Director and the Human Resources Director.

2005-06 GOALS & OBJECTIVES

- ❑ Work with the City Council to complete a facilitated goal setting and strategic planning session to develop specific program and project area priorities to move the community forward over the coming years.
- ❑ Assure continued management of the budget and all City operations consistent with the City's cost containment and budget strategies including development and implementation of specific budget management policy and procedures.
- ❑ Continue efforts promoting the Priority Focus; directly impacting development of the City's economic base to promote economic vitality.
- ❑ Continue to identify and implement approaches to providing timely, accurate and complete information and analysis to support the City Council's policy development functions.
- ❑ Provide guidance and direction to the Department Head leadership on organizational development and improvement opportunities for maximizing the City's overall effectiveness using a team management approach.
- ❑ Evaluate the City's risk management programs and policies and develop improved approaches to contain and avoid risk exposure.
- ❑ Evaluate opportunities for organizational restructuring and process improvements to assure cost efficiency and budget management and to improve effectiveness of all operations and services.
- ❑ Continue progress to assure adequate preparation for delivery of City services in the event of a disaster including completion of at least one Emergency Operations Center exercise during the year.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$368,254	\$310,060	\$332,161
Supplies & Equipment	4,050	2,200	3,500
Contract Services	0	0	5,000
Operations	30,641	23,448	32,226
Internal Allocations	39,248	26,454	38,133
	<u>\$442,193</u>	<u>\$362,162</u>	<u>\$411,020</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$256,576
122 - Overtime	940
167 - Management Leave Buyout.....	\$4,500
200 - Employee Benefits.....	65,875
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
290 - Contract Staff.....	<u>4,270</u>
Subtotal	\$332,161

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$1,800
302 - Copier Charges	1,200
351 - Office Equipment & Furnishing.....	<u>500</u>
Subtotal	\$3,500

Management Services - City Manager's Office
001.61110

CONTRACT SERVICES

401 - Professional Services \$5,000
Strategic planning and team building

OPERATIONS

411 - Communications 1,948
412 - Postage 600
422 - Transportation Allowance 3,228
423 - Mileage Reimbursement 200
471 - Office Equipment Maintenance 400
501 - Dues & Memberships 2,600
International City/County Managers Association (ICMA)
502 - Meetings & Conferences 6,500
League of California Cities conferences and workshops, Management
team building facilitation
503 - Publications & Subscriptions 750
505 - Staff Training 5,000
508 - Management Professional Development 1,000
529 - Contingencies 10,000
Subtotal \$32,226

INTERNAL ALLOCATIONS & TRANSFERS

576 - Buildings & Facilities Maintenance Allocation 27,037
577 - Technology Support Allocation 11,096
Subtotal \$38,133

DIVISION TOTAL..... \$411,020

MANAGEMENT SERVICES – HUMAN RESOURCES DIVISION

*The Human Resources Division assists the organization in
managing its most important resources – its people.*

PROGRAMS

As a Division of the City Manager's Office, the Human Resources Office manages the City's recruitment and selection, classification, compensation and benefits programs, provides training and other professional development programs, manages workers compensation claims and programs, facilitates the Safety Committee, provides risk management support to all departments, negotiates and implements collective bargaining agreements with 6 employee organizations, and assures maintenance of excellent relationships with its employees and labor organizations. The Department also provides support and consultation regarding employment liability issues.

- **RECRUITMENT, SELECTION AND RETENTION**

Human Resources assists departments to recruit and select highly qualified and motivated employees to provide quality services to the citizens of San Bruno. This is accomplished by conducting thorough and professional recruitment and outreach efforts, conducting appropriate and valid written examinations, assisting with development and administration of oral panels and assessment centers, and compiling and maintaining eligible lists for positions. Additionally, Human Resources coordinates the selection process, coordinates reference checks, credit checks, background checks, and pre employment medical examinations, prepares offer letters and orients new employees.

- **EMPLOYEE DEVELOPMENT AND TRAINING**

Human Resources helps ensure that employees are well trained and have the appropriate skill sets and abilities to perform their duties and to advance within the organization. To achieve this, Human Resources coordinates or provides a range of individual, group and regional training opportunities that address organizational needs including professional development, team building, skill enhancement and compliance with regulatory requirements.

- **COMPLIANCE WITH STATE AND FEDERAL LAWS AND DOCUMENTATION**

Human Resources advises City departments on matters relating to compliance with federal and state laws and regulations designed to protect employees and members of the public. Human Resources administers the Department of Transportation (DOT) random drug testing program, and Department of Motor Vehicles license program, coordinates OSHA required testing, and completes and annual postings and reports. The division also advises employees and managers on a variety of laws including leaves, disability, equal employment, wages hours and working conditions and employee rights.

- **BENEFITS ADMINISTRATION**

Human Resources provides employees with accurate and timely information to assist their personal management of City employee benefits

- **RISK MANAGEMENT AND WORKERS COMPENSATION**

Human Resources coordinates Worker's Compensation programs to ensure timely delivery of medical treatment and benefits to injured workers while minimizing the City's exposure. The division administers a comprehensive and evolving safety program to ensure the safety of employees and citizens and implements policies and procedures to assure a proactive risk management and risk avoidance program for all City operations

- **LABOR RELATIONS**

Human Resources represents the City in negotiations, and ensures fair and even implementation of negotiated agreements and maintenance of a positive and productive work environment.

PRIORITY FOCUS

To attain excellence in customer service, the City must have a well-qualified, well-trained, motivated and enthusiastic work force. Human Resources ensures that all employees in the City are well qualified, that they receive proper initial and ongoing training, that there is a safe work environment to enhance employee morale and productivity and that employee wages and benefits are administered in a manner to maximize employee satisfaction and morale. Specific training opportunities to assist employees in developing communication and customer service skills will be a priority in FY 2005-06

PROGRAM RESOURCES

REVENUES

As a general administrative operation, the Human Resource Division costs are offset by revenue generated from charges to non-General Fund departments. In 2005-06, the Department will recover approximately 20% of operating expenses from other funds including: the Water, Wastewater and Cable Television Enterprise Funds, Redevelopment, and the Aircraft Noise Insulation Program. The Division does not recover fee for services provided.

EXPENDITURES

The division's expenditure appropriations are split approximately 51% for personnel costs and 49% for operations, supplies, contract services and internal services. Many services are centrally budgeted including medical examinations, psychological evaluations, and backgrounds for current and prospective employees in all departments; City wide benefits such as the Employee Assistance program; Citywide training, including management, professional development and general skills training and mandatory safety training for all departments except Police and Fire; and employee recognition programs. These centrally budgeted services account for 20% of the department budget. Aside from personnel costs, the major expenditures are for professional services, staff training, medical examinations, and advertising, which total 25% of the budget.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Requested
Assistant City Manager	0.00	0.00	0.00	0.40	0.00
Human Resources Director	0.00	0.00	0.00	0.00	0.75
Human Resources Manager	0.00	1.00	1.00	0.00	0.00
Secretary	0.00	0.00	0.00	1.00	1.00
	0.00	1.00	1.00	1.40	1.75

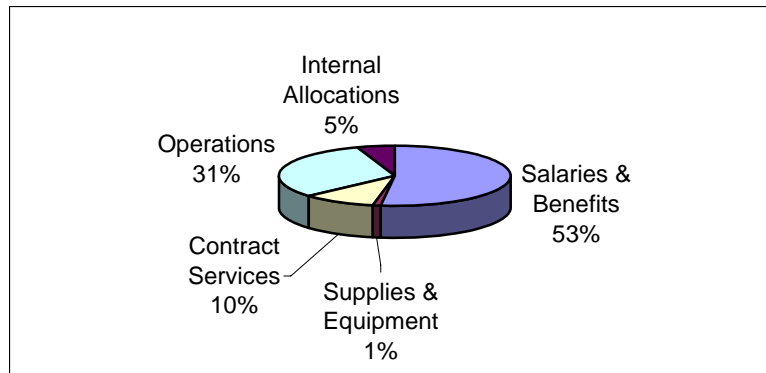
2004-05 ACCOMPLISHMENTS

- ✓ Completed negotiations and implementation for new contracts with the Fire, Police and Public Safety Mid-Management Bargaining Units.
- ✓ Developed a revised Equal Employment Policy and developed Sexual Harassment and EEO training for all City employees.
- ✓ Completed the development and implementation of an Injury and Illness Prevention Program and a Workplace Violence Prevention Program including hazard and workplace violence assessments of all worksites and development of training and mitigation plans.
- ✓ Established a Safety Committee, completed assessment of safety training needs and developed a safety training plan.
- ✓ Continued a comprehensive revision of the City's Administrative Policies and Procedures.
- ✓ Provided brown bag training programs to assist employee development in a variety of topic areas.
- ✓ Continued comprehensive training program directed towards management and supervisory skill building in all departments.

2005-06 GOALS & OBJECTIVES

- ❑ Continue to monitor employment law and other requirements pertaining to recruitment, selection and employee management/supervision and provide advice and assistance to all City departments.
- ❑ Complete an audit of Worker's Compensation claims and implement proactive programs to increase safety and reduce preventable accidents and injuries.
- ❑ Provide advice and assistance to the City Manager and all departments on improvements to the City's employee performance evaluation process and employee training needs identification and resolution of employee concerns in a timely and appropriate manner.
- ❑ Evaluate city benefit programs with the goal of increasing employee satisfaction with program offerings while obtaining cost containment.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$147,222	\$156,768	\$217,955
Supplies & Equipment	5,050	4,000	4,800
Contract Services	18,000	54,000	43,000
Operations	70,672	123,359	131,909
Internal Allocations	27,073	27,073	22,034
	<u>\$268,017</u>	<u>\$365,200</u>	<u>\$419,698</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$168,214
167 - Management Leave Buyout.....	\$2,100
200 - Employee Benefits.....	<u>47,641</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$217,955

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$2,300
302 - Copier Charges	1,750
351 - Office Equipment & Furnishings	<u>750</u>
Subtotal	\$4,800

Management Services – Human Resources Division
001.61120

CONTRACT SERVICES

401 - Professional Services	\$43,000
Online applicant tracking (CalOpps) - \$3,500	
Legal assistance and training (Liebert Cassidy Whitmore) - \$4,500	
Salary and compensation surveys, consultation (IDEA) - \$10,000	
Recruitment and selection services - \$25,000	

OPERATIONS

411 - Communications	\$1,259
412 - Postage	2,000
422 - Transportation Allowance	3,300
423 - Mileage Reimbursement.....	900
432 - Advertising.....	24,000
441 - Printing & Copy Work	3,000
471 - Office Equipment Maintenance	450
501 - Dues & Memberships	1,800
International Personnel Management Association (IPMA), California Public Employee Labor Relations Association (CALPERA), NORCAL Municipal Personnel Group, Public Agency Risk Management Association (PARMA) 911-Testing Consortium, and the Municipal Management Association of Northern California (MMANC).	
502 - Meetings & Conferences	2,200
NORCAL, San Mateo Human Resources Association, and MMANC	
503 - Publications & Subscriptions	500
FLSA Handbook	
504 - Employee Assistance	12,800
Employee Assistance Program (EPA) - \$10,900	
Substance Abuse Professional (SAP) services - \$1,900	
505 - Staff Training	28,700
511 - Exam Services.....	7,500
512 - Procter Service	1,500
513 - Medical Exams	28,000
515 - Staff Recognition	5,000

521 - Investigations.....	<u>9,000</u>
Subtotal	\$131,909
INTERNAL ALLOCATIONS & TRANSFERS	
576 - Buildings & Facilities Maintenance Allocation	15,358
577 - Technology Support Allocation	<u>6,676</u>
Subtotal	\$22,034
DIVISION TOTAL.....	<u>\$419,698</u>

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MANAGEMENT SERVICES – WORKERS' COMPENSATION

PROGRAMS

The Self Insurance Fund provides insurance protection for the City against workers compensation claims arising from work related injuries for City employees.

To reduce insurance premium costs, the City self-insures workers' compensation losses up to \$750,000 and retains full responsibility for all unemployment insurance claim costs on a reimbursement basis. The City is legally self-insured for workers' compensation up to \$750,000 per occurrence for medical, disability, salary continuation, and legal costs for employee work-related injuries. The City maintains a commercial excess workers' compensation policy (insured by National Union in 2004-05) for any loss per occurrence above this limit up to the statutory maximum.

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers totaling \$1,761,100 based on a ratio of the fund's operating budgets to the combined budgets of all funds and prior claim history associated with the Fund's operations.

The Assistant City Manager in conjunction with Legal Services manages Workers' Compensation. The primary service provided includes:

- **WORKERS' COMPENSATION**

- Workers' Compensation manages the total reported on-the-job injuries by City employees and proactive case management.

Management Services – Workers' Compensation
711.67110

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Assistant City Manager	0.20	0.20	0.20	0.20	0.00
Human Resources Director	0.00	0.00	0.00	0.00	0.25
Legal Secretary	0.25	0.25	0.25	0.25	0.25
	0.45	0.45	0.45	0.45	0.50

SALARIES & BENEFITS

101 - Salaries & Wages	\$48,743
200 - Employee Benefits.....	<u>9,810</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$58,553

CONTRACT SERVICES

451 - Insurance Premiums.....	\$225,000
Excess workers compensation policy	
452 - Insurance Claims Paid.....	525,000
453 - Insurance Administration	<u>57,500</u>
Subtotal	\$807,500

OPERATIONS

501 - Dues & Memberships	225
Public Agency Risk Management Association	
502 - Meetings & Conferences	600
503 - Publications & Subscriptions	200
505 - Staff Training	21,000
513 - Medical Exams	<u>2,000</u>
Subtotal	\$24,025

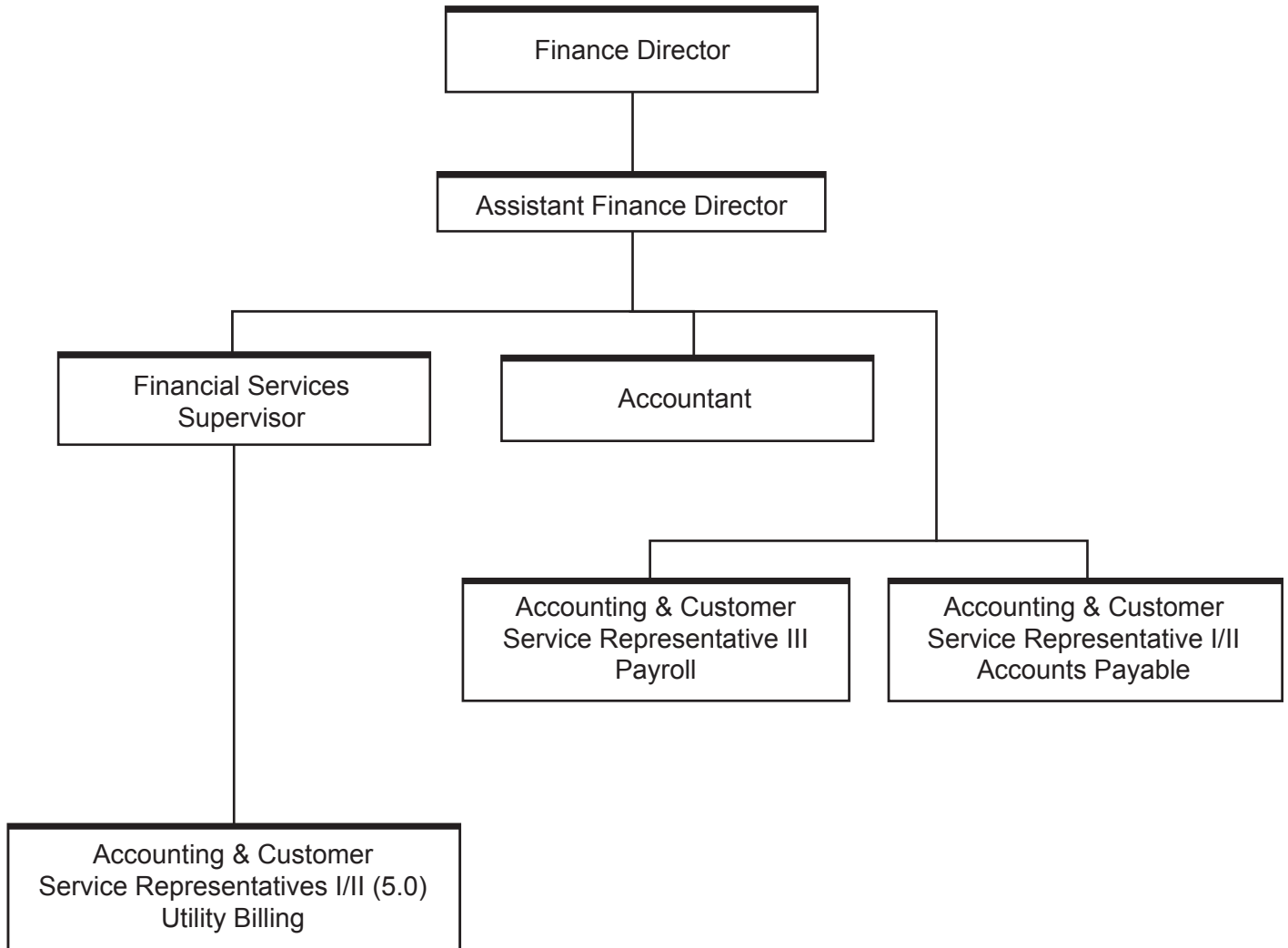
Division Total..... **\$901,165**

FINANCE DEPARTMENT

ADMINISTRATION

UTILITY BILLING

FINANCE



FINANCE DEPARTMENT- ADMINISTRATION & UTILITY BILLING

The Department maintains the fiscal integrity and financial soundness of the City through adequate management and control of financial transactions.

PROGRAMS

The Finance Department is responsible for the overall financial administration of the City and the San Bruno Redevelopment Agency. The Department provides for operation of the general accounting system including directing the independent audits; payroll processing, purchasing for all City departments including contracts and acquiring services, equipment, and supplies, administering accounts payable; collection of revenues, including business taxes, water, wastewater, and garbage charges through Utility Billing, and other miscellaneous charges; and disbursements of all monies as authorized by the City Council. The primary services provided include:

- **FINANCIAL ACCOUNTING & REPORTING**
Finance supplies the City Council and City Departments with regular financial reports accounting for cash, revenue and expenditures on a monthly basis. On an annual basis, this information is used to complete the City's Comprehensive Annual Financial Report, special reports to State and Federal Agencies Grant Administrators, and requests from bond underwriters.
- **BUDGETING, PURCHASING & GENERAL ADMINISTRATION**
Finance maintains financial control of the organization by preparing and monitoring the City Council approved budgets, issuing purchase order contracts and administering competitive bids, and implementing other internal controls.
- **UTILITY BILLING CUSTOMER SERVICE**
Finance generates and manages utility bills for over 11,000 accounts, serving both residential and commercial locations. The Department's utility customer service team is comprised of 6.0 full time employees.
- **ACCOUNTS (EMPLOYEE & VENDOR) PAYABLES**
Finance provides periodic payment for services and supplies rendered by employees and vendors.
- **ACCOUNTS RECEIVABLES**
Finance collects the City's business tax on over 3,500 open tax accounts. In addition to business tax, the Department is responsible for invoicing and collecting miscellaneous receivables such as transient occupancy taxes, reimbursements from developers, and rental agreements.

PRIORITY FOCUS

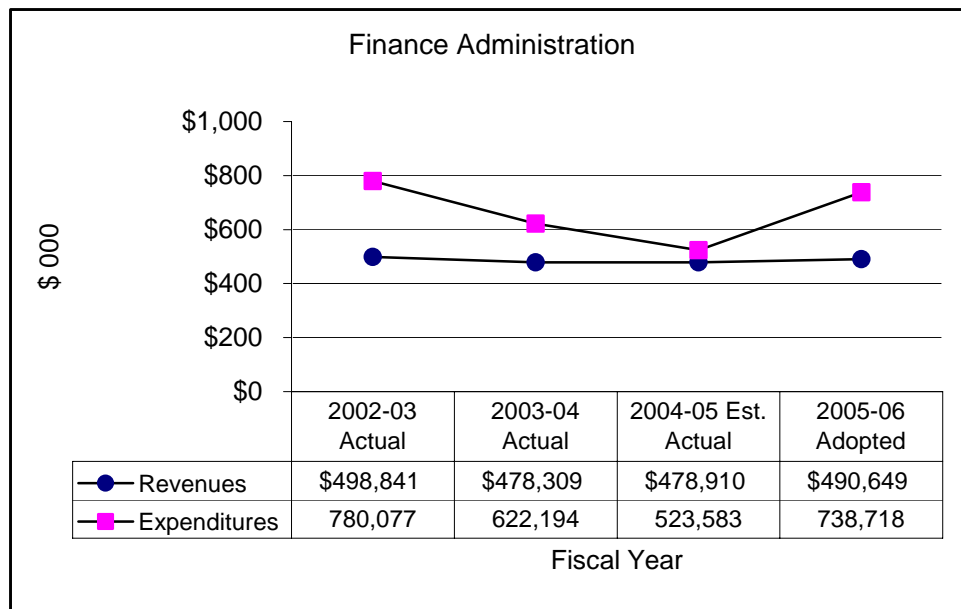
The Department's opportunity to impact the Priority Focus is in the areas of financial accounting and reporting, utility billing customer service, and accounts receivables. To attain excellence in customer service, the Department has long been dedicated to addressing customer concerns in a constructive and responsive manner. In 2004-05, the Department implemented a more comprehensive monthly

Finance Department

reporting to City departments that included all department-generated revenues. Additionally, in 2004-05, the department delivered quarterly financial update reports to the City Council. In the area of utility billing customer service, the Department continued its coordination with other City Departments to ensure inserts included in the utility bills communicated important issues and events to the City's utility customers, and to crack down on delinquent accounts.

PROGRAM RESOURCES

The 2005-06 budget, captures the Department's operations by fully incorporating the Utility Billing division. As in prior years, Utility Billing continues to be fully supported by the Enterprise Funds.



REVENUES

As a general administrative department, the Finance Department's costs are offset by charges to various agencies and the City's Enterprise Funds. In 2005-06, the Department will recover approximately 75% of its operating expenses from other funds including: Water, Wastewater and Cable Television Enterprise Funds, Redevelopment, and the Aircraft Noise Insulation Program. The Department also anticipates new fee revenue for the processing of new business tax applications and special report requests in the range of \$12,000.

To support the department's revenue services operations and the full cost of the operations is charged to the City's enterprise funds.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 55% for personnel costs and 45% for operations and professional services. The largest non-personnel expenditures is Department's contract with a certified public accountant to conduct the annual independent reviews of the City's financial records which is excepted in increase by 75% in 2005-06. The remaining share of the operations budget provides office supplies, services, and internal service allocations.

PERSONNEL

Personnel Summary*

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Financial Services Supervisor	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Management Analyst I/II	1.00	1.00	1.00	0.00	0.00
ACSR III	1.00	1.00	1.00	1.00	1.00
ACSR I/II	6.00	6.00	6.00	6.00	6.00
Maintenance Worker I/II	1.00	1.00	1.00	1.00	0.00
	13.00	13.00	13.00	12.00	11.00

* Summary reflects Finance Administration & Utility Billing. Reduction of 2.0 FTE reflects budget reduction in 2004-05 to eliminate 1.0 Management Analyst and transfer of the maintenance worker (meter reader) position to the Corporation Yard – Water Distribution/Supply.

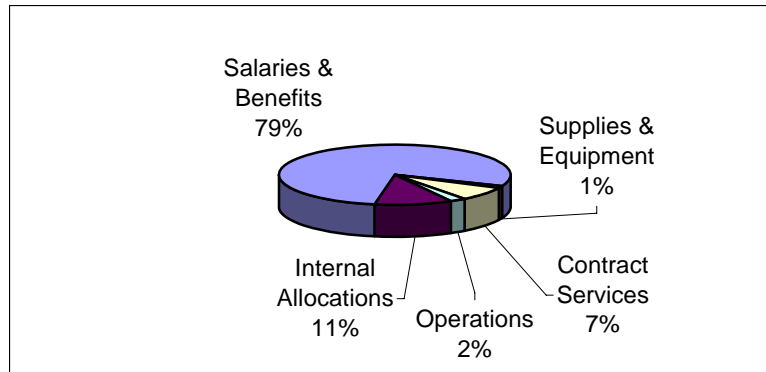
2004-05 ACCOMPLISHMENTS

- ✓ Completed the 2004-05 Capital Improvement Program budget
- ✓ Implemented a new accounts receivable invoicing program
- ✓ Implemented the 2004-05 Budget Strategies in response to projected budget deficits
- ✓ Completed State Controller's Reports prior to deadlines
- ✓ Reduced current utility accounts with delinquent balances older than 120 days by 75%
- ✓ Evaluated and negotiated San Bruno Garbage Company's rate review request
- ✓ Provided quarterly financial update reports to City Council and departments
- ✓ Billed and collected Fire Department Multiple Dwelling Unit Inspection fees

2005-06 GOALS & OBJECTIVES

- ❑ Fully implement new financial reporting standard, Governmental Accounting Standards Board (GASB) Statement No. 34.
- ❑ Upgrade financial software and revamp financial reporting.
- ❑ Contract with an outside firm to print and mail utility bills reducing cost and allowing for improved customer service.
- ❑ Expand customer service hours, one day per week in coordination with the Community Development Department.
- ❑ Streamline billing and collections processes for developer reimbursements, departmental fees, code enforcement violation fees.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$513,743	\$398,427	\$578,785
Supplies & Equipment	9,500	9,000	8,950
Contract Services	39,900	34,600	54,500
Operations	12,365	8,850	15,829
Internal Allocations	78,038	78,038	80,654
	<u>\$653,546</u>	<u>\$528,915</u>	<u>\$738,718</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$438,868
120 - Overtime	3,000
167 - Management Leave Buy-Out.....	8,000
200 - Employee Benefits.....	127,917
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
290 - Contract Staff.....	<u>1,000</u>
Subtotal	\$578,785

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$6,700
302 - Copier Charges	1,500
351 - Office Equipment & Furnishing.....	<u>750</u>
Subtotal	\$8,950

CONTRACT SERVICES

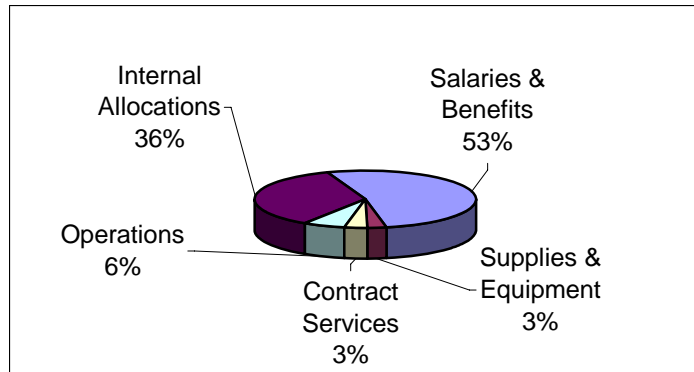
401 - Professional Service.....	\$8,000
Sales Tax Audit - \$3,000	
State Mandate Reimbursement (SB90) Filing - \$5,000	
403 - Audit/Accounting Services.....	45,000
Comprehensive Annual Financial Report (CAFR) - \$43,000	
Single Audit (Federal Grants) - \$2,000	
409 - Other Services – Miscellaneous	<u>1,500</u>
Graphics layout and printing of budget documents	
Subtotal	\$54,500

OPERATIONS

411 - Communications.....	2,391
412 - Postage	2,500
422 - Transportation Allowance	3,228
423 - Mileage Reimbursement.....	100
431 - Advertising Legal	360
471 - Office Equipment Maintenance	500
501 - Dues & Memberships	250
California Society of Municipal Finance Officers, Government Finance Officer's Association	
502 - Meetings & Conferences	2,000
505 - Staff Training	2,000
508 - Management Professional Development.....	2,000

509 - Tuition Reimbursement	<u>500</u>
Subtotal	\$15,829
INTERNAL ALLOCATIONS & TRANSFERS	
576 - Buildings & Facilities Maintenance Allocation	21,909
577 - Technology Support Allocation	<u>58,745</u>
Subtotal	\$80,654
DIVISION TOTAL.....	<u>\$738,718</u>

**UTILITY BILLING
EXPENDITURE DETAIL**



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$515,285	\$474,051	\$450,280
Supplies & Equipment	25,500	25,000	24,000
Contract Services	22,038	25,300	28,900
Operations	198,003	197,440	53,312
Internal Allocations	108,296	143,589	303,327
	<u>\$869,122</u>	<u>\$865,380</u>	<u>\$859,819</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$311,685
120 - Overtime	2,500
167 - Management Leave Buy-out	2,000
200 - Employee Benefits.....	114,095
PERS Retirement, Medicare/FICA, Deferred Compensation, and Insurances	
290 - Contract Staff.....	<u>20,000</u>
Backfill for anticipated 6-month maternity leave (net of salary savings)	
Subtotal	\$450,280

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$22,000
Utility billing stock - \$12,500	
Printer toner supplies - \$3,000	
Other supplies - \$6,500	
351 - Office Equipment & Furnishing	<u>2,000</u>
Replace three high-use staff chairs	
Subtotal	\$24,000

CONTRACT SERVICES

402 - Legal Services	\$5,000
Municipal Code update	
409 - Other Services – Miscellaneous	<u>23,900</u>
Transaction fees for payments received by credit/debit card - \$14,000	
Rate change and other utility related billing inserts - \$5,000	
Subtotal	\$28,900

OPERATIONS

411 - Communications	\$3,512
412 - Postage	33,600
8,000 pieces per month at bulk discount rate, half cost born by Wastewater Enterprise	
471 - Office Equipment Maintenance	6,000
Service contract for mailing/inserting machine	
501 - Dues and Memberships	200
California Municipal Revenue & Taxation Association (CMRTA), Municipal Management Assistants of Northern California (MMANC)	
502 - Meetings & Conferences	1,500
CMRTA/CSMFO Conference - \$1,000	
CMRTA & CSMFO regional and chapter meetings - \$500	
505 - Staff Training	2,000
Customer service and advanced computer program training	
508 - Professional Development	500
509 - Tuition Reimbursement	<u>6,000</u>
2 employees pursuing degrees	
Subtotal	\$53,312

Finance – Utility Billing Division
611.61130

INTERNAL ALLOCATIONS & TRANSFERS

571 - Self-Insurance Allocation	19,588
573 - General Administrative Allocation.....	146,315
576 - Buildings & Facilities Maintenance Allocation	21,050
577 - Technology Support Allocation	56,074
579 - Equipment Replacement Transfer	25,300
719 - Reserve for Doubtful Accounts.....	<u>\$35,000</u>
Allowance for approximately 5% of service billings	
Subtotal	\$303,327
 DIVISION TOTAL.....	 <u>\$859,819</u>

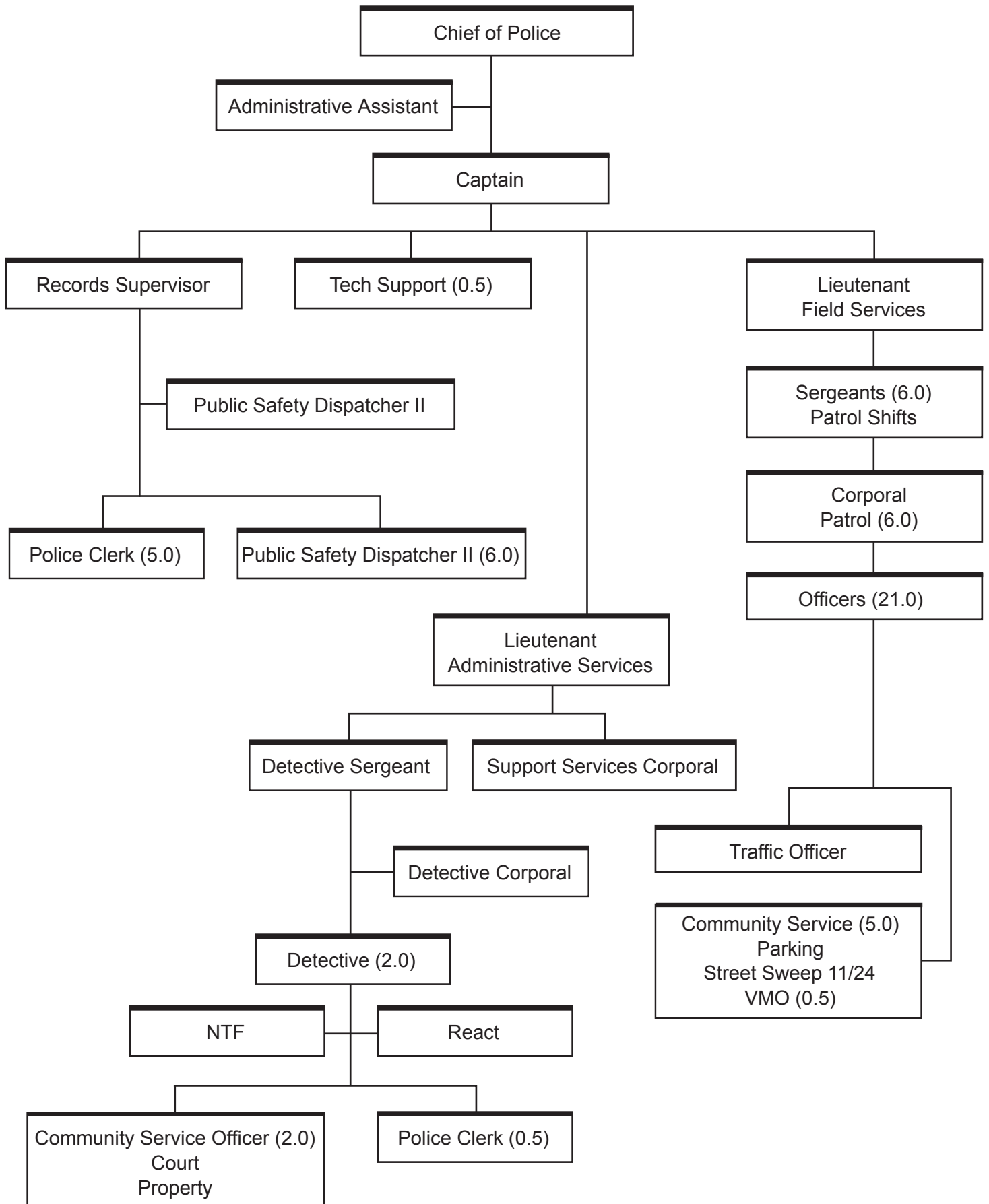
PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS

ENHANCEMENT	TOTAL COST	REVENUE REQUIREMENT	NET IMPACT ON WATER FUND
Utility bill production and mailing enhancement In an effort to further the City's Priority Focus to attain excellence in customer service delivery, the Department recommends improvements to the format and production of the City's utility bill. The Department has evaluated the cost effectiveness of contracting with a third party vendor to print and mail approximately 96,000 bills and invoices per year to utility customers. Currently, the Department dedicates the resources of 0.75 FTE in addition to an expense budget of \$55,100 for supplies, postage and equipment maintenance. In addition to furthering the Priority Focus, the program is highly cost effective with the elimination of several maintenance and supply requirements, the monthly billing will result in a net cost increase of \$4,900.	\$4,900	\$4,900	\$4,900
Total	\$4,900	\$4,900	\$4,900

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POLICE DEPARTMENT

POLICE



POLICE DEPARTMENT

Mission Statement

Every member of the San Bruno Police Department is committed to providing the highest level of police service to our community. We are dedicated to preserving our community's peace while adhering to the highest level of ethical standards and professional conduct.

PROGRAMS

The San Bruno Police Department is a full service law enforcement agency that provides police services 24 hours a day, 7 days a week. In addition to protecting life and property, the Department is committed to the prevention of criminal activity through highly visible patrols and the rigorous enforcement of laws and regulations throughout the City. The Department also delivers a variety of non-emergency police services. The Department's services include the following programs:

- **PATROL AND FIELD SERVICES**

The Patrol Division provides immediate response to all emergency calls including crimes in progress. The Patrol Division is responsible for the prevention of criminal activity and the investigation of criminal acts that lead to successful prosecutions.

- **TRAFFIC AND PARKING LAW ENFORCEMENT**

The Traffic Division serves to prevent injury related collisions through education and enforcement. Officers also investigate traffic collisions and provide recommendations to the City's Engineering Division to enhance traffic and pedestrian safety.

- **INVESTIGATIVE AND SUPPORT SERVICES**

The Investigative Services Division conducts major case management and follow-up investigations that lead to the identification and apprehension of those responsible for criminal acts. The support services section works with the City's Code Enforcement Division to resolve chronic quality of life issues in the community, conducts background investigations, and facilitates crime prevention programs such as Neighborhood Watch and the Citizen's Crime Prevention Committee.

- **ADMINISTRATIVE SERVICES**

The Administrative Services Division is responsible for planning, resource development and management, budget preparation, acquisition of equipment, and ensures training needs are met for all personnel.

- **RECORDS AND DISPATCH SERVICES**

Personnel assigned to Records and Dispatch obtain information from callers and relay necessary facts to patrol units in the field. This Division serves to provide information and assistance to customers over the telephone and in person and process police records.

- **CONTRACT SERVICES**

Contracts with various public and private agencies allow the Police Department to provide a variety of services that include, counseling and diversion programs for at risk youth, crossing guard services at busy intersections, housing of prisoners and animal control services.

PRIORITY FOCUS

The Police Department will play a vital role in the City's Priority Focus in 2005-06. Through positive contacts with the community, the Police Department will strive to enhance and improve its level of customer service. This will be accomplished through the use of random surveys designed to solicit feedback and encourage suggestions on ways to improve service. The Department will continue to instill in employees the priority of meeting the community's needs in providing essential law enforcement services. The Department will also reinforce through its stated Mission and Values the need to project a positive image and continually demonstrate this is an organization committed to improving the quality of life in our community.

The Department will continue to provide a safe environment for economic development. This will be accomplished by monitoring crime patterns in the community and devoting appropriate resources where needed. Staff will continue to collaborate with the City's Community and Economic Development Department and the business community. Together, we will provide education designed to foster a sense of security for those who shop and do business in San Bruno. The Department will again deploy bicycle patrols in the downtown area and in City Park with a focus on nuisance related activities or behaviors associated with public intoxication, disturbances, and traffic related problems.

The Police Department will continue to assist in improving the image of the city by partnering with the Code Enforcement Division to address areas of blight and quality of life issues. This partnership will focus on the abatement of violations before they invite criminal activity or pose a hazard to public health or safety. The Department will also continue its efforts in the identification and removal of abandoned vehicles and the abatement of non-operative vehicles on private property.

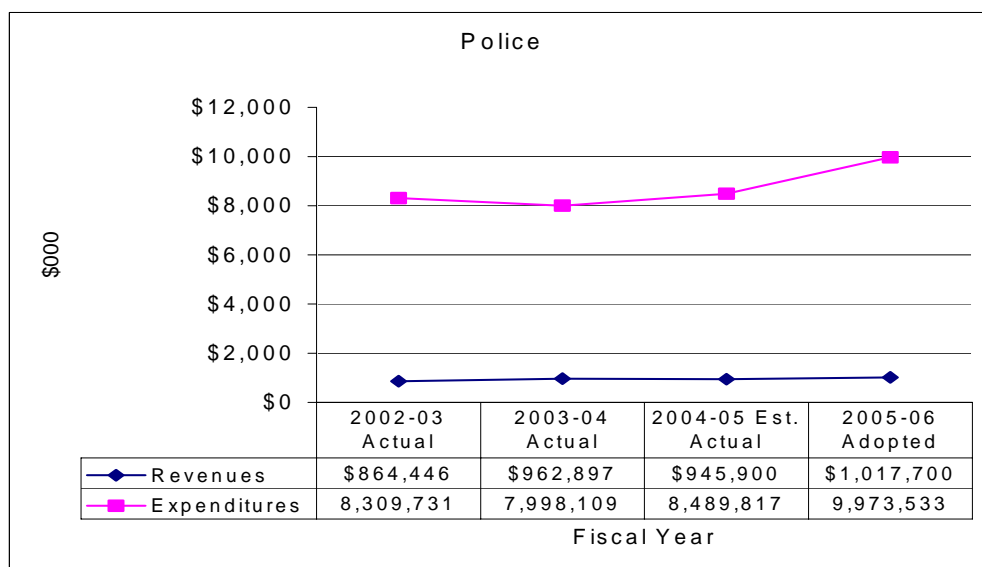
Additionally, the Department will enhance education and enforcement efforts on and before July 4, 2005 to deter the use of illegal fireworks. In February 2005, the City Council authorized enhanced education and enforcement address the proliferation of illegal fireworks use in the community during July 4th festivities in 2004. The enforcement efforts will require significant overtime expenditures, which will be fully reimbursed by authorized safe and sane fireworks stands.

PROGRAM RESOURCES

The Department's budget generally consists of three primary categories, personnel, operations, and professional services. The personnel category identifies expenses related to employee salaries and benefits. The Operations category allocates funds that provide staff with the necessary tools and equipment to complete their mission. The Professional Service category deals with expenditures related to external professional agencies that assist in the delivery of police services to the City of San Bruno.

REVENUES

The Department supports its programs in part through revenues received in the form of fees, fines, and reimbursement for special services. Fee revenue recovers the cost for specialized services offered by the Department. For example: fingerprinting, vehicle impound release fees and permit processing. Fines from parking citations and reimbursements for abandoned vehicle removal offset the salaries of the Community Service Officers assigned those responsibilities. Reimbursement from the State of California (Commission on POST) also helps offset costs associated with mandated continuous professional training requirements.



In 2004-05, the Department again secured over \$250,000 in grant funding from a number of other governmental agencies that partially offset salary and overtime expenditures. The Department's 2005-06 activities will continue to rely on special revenue grant funding to maintain the high level of service to the community desired by the City Council. Through grants obtained from the State of California's Office of Traffic Safety, the Department will continue to provide traffic programs aimed at reducing injuries associated with traffic collisions in San Bruno. For 2005-06 this will include a speed reduction and enforcement campaign, DUI Checkpoints, targeted enforcement of pedestrian right of way violations and a seatbelt awareness campaign. Participation in the Justice Assistance Grant will provide funding to the San Mateo County Crime Lab that will result in a \$10,000 savings in fingerprint processing fees to the Department.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 80% for personnel costs and 20% for operations and professional services. Personnel costs comprise the majority of the Police Department's operating budget. The Department will use overtime to fund bicycle patrols, specialized traffic enforcement to include DUI Checkpoints, pedestrian safety awareness, speed enforcement, and increased patrols that will target criminal street gang activity. A portion of the overtime budget is dedicated to a phased reintroduction of an anti-drug anti-gang program for our schools. Training also plays a significant role for personnel at the Department, and is required by the State of California's Commission on Peace Officer Standards and Training. Officers continuously train in a variety of subject matters in order to meet state mandates.

The operations portion of the budget includes funding for the replacement of vehicles as well as office and safety equipment. This year, the Department has also included a request to have in car digital video installed in two marked patrol vehicles. Several law enforcement agencies utilize digital video in patrol cars to provide recordings of police contacts. These recordings often serve as evidence in prosecutions and help resolve allegations of police misconduct. The Associations of Bay Area Governments (ABAG) recommends police use of in car video to reduce liability associated with claims. This request will allow the Department to initiate the program while continuing to seek outside funding opportunities to expand its use to the entire fleet.

The outside services portion of the budget funds contractual services that serve the City's needs including school crossing guards, juvenile diversion, alcohol and drug diversion, and animal control services. This category also funds expenses associated with prisoner booking fees, fingerprint clearance, citation processing fees and crime lab fees. Significant expenditures include Crime Lab Fees (\$49,950) and the Narcotics Task Force (\$40,750). This year, crime lab fees will be partially offset due to San Bruno's participation in the regional Justice Assistance Grant.

San Bruno's contribution for participation in the Narcotics Task Force will be reduced if the Department assigns an officer or a supervisor to participate as a full time agent on the Task Force. This opportunity may present itself and would be part of the routine rotation that occurs from time to time with members of the Task Force, and is contingent upon other agencies exercising their option to assign personnel. Personnel costs associated with this assignment would be reimbursed to the City.

PERSONNEL

Personnel Summary*

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Chief of Police	1.00	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	1.00	1.00
Police Lieutenant	2.00	2.00	2.00	2.00	2.00
Police Sergeant	7.00	7.00	7.00	7.00	7.00
Police Officer	39.00	39.00	39.00	34.00	34.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Records/Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00
Public Safety Dispatcher I/II	7.00	7.00	7.00	7.00	7.00
Police Clerk II	5.50	5.50	5.50	5.50	5.50
Community Services Officer	4.50	4.50	4.50	4.50	4.50
	70.00	70.00	70.00	64.00	64.00

*Includes all regular full time and regular part time personnel.

Department staffing is augmented by use of temporary part-time personnel line item 111 at \$143,800.

In December 1994, the Tanforan Shopping Center entered into an agreement with the City of San Bruno to partially fund two full time police officer positions to provide a presence at the Mall. This agreement was terminated when the Mall closed for a major renovation in 2003. Working with the Shops at Tanforan, the Police Department will again dedicate officers to provide a police presence seven days a week upon opening of the new Mall scheduled October 2005. The two police officer positions will be fully funded by the Shops at Tanforan.

In addition to working with the business community, the Police Department will continue its longstanding partnership with the schools in San Bruno. The Department proposes a supplemental expenditure to reinstitute the School Resource Officer that was eliminated in 2003 as part of a budget reduction strategy. The School Resource Officer will work with school administrators, teachers, parents and students to enhance campus safety and reduce incidents of criminal activity, gang involvement and substance abuse associated with students at school. Funding for this position will be partially offset by a financial commitment from the San Mateo Union High School District.

2004-05 ACCOMPLISHMENTS

- ✓ Responded to over 28,000 calls for service in 2004, and continued to provide quality police services despite a 12% reduction in staff as a result of the City's Deficit Reduction Response Plan in 2003-04 and 2004-05.
- ✓ Participated in the multi-jurisdictional Northern San Mateo County Operation Safe Summer project aimed at reducing criminal street gang activity.

Police Department

- ✓ Conducted specialized patrols in those locations frequented by criminal street gang members.
- ✓ Participated in cultural awareness exchange with the Tongan community to reach at-risk youth, and provided cultural awareness training to law enforcement officers in San Mateo County.
- ✓ Collaborated with local faith-based community leaders, the Peninsula Conflict Resolution Center, and the San Mateo County Probation Department. This effort resulted in gang awareness training for parents, implementation of the Parent Project program, and other programs designed to mitigate violence among our youth.
- ✓ Implemented a daytime curfew ordinance to reduce truancy rates in schools.
- ✓ Held five sobriety checkpoints and participated in a seatbelt enforcement operation which increased seatbelt usage in the City by 2%.
- ✓ The number of injury and non-injury traffic collisions were down 15% from 635 in 2003, to 540 in 2004.
- ✓ Obtained state funding to upgrade the Department's wireless 911 telephone equipment.
- ✓ Equipped officers with the less-lethal Taser device to reduce the risk of injury to officers and combatants. Tasers were purchased with grant assistance from the Association of Bay Area Governments and asset forfeiture funds.
- ✓ Developed and initiated education and enforcement program to reduce the use of illegal fireworks.

2005-06 GOALS & OBJECTIVES

- ❑ Reduce the amount of illegal fireworks usage through a comprehensive education campaign followed with strict enforcement in the weeks leading up to and through July 4, 2005.
- ❑ Develop a survey instrument designed to solicit community feedback on the level of satisfaction with essential police services.
- ❑ Continue to seek grant funding designed to enhance the Department's ability to provide essential police services.
- ❑ Develop enforcement strategies to reduce vehicle code violations that lead to injury collisions.
- ❑ Conduct sobriety checkpoints to identify impaired drivers and educate motorists on the hazards associated with drunken driving.

- ❑ Work with the City's Code Enforcement Division to combat conditions that lead to blight and reduce the quality of life in surrounding neighborhoods.
- ❑ Recruit and retain qualified personnel to fill employment vacancies and maintain an atmosphere where members take pride in the Department and the service they provide to the community.
- ❑ Provide personnel with the necessary tools and training to enhance service levels and the quality of work.
- ❑ Provide bicycle patrols to the downtown business district and City Park through the use of grant funding.

Value Statement

Members of the San Bruno Police Department are dedicated to the community we serve and to our fellow employees. We believe in and are committed to the following values:

- ❑ **Honesty and Integrity** are the fundamental building blocks on which credibility and trust are established with both the community and our peers. We will:

Consistently perform and behave in such a way that we exemplify the Law Enforcement Code of Ethics and are recognized for our commitment to ethical conduct and high professional standards.

- ❑ **Innovation** is key to remaining viable with limited resource in today's competitive environment. We will:

Explore and implement technologies that will assist us in the efficient delivery of law enforcement services and reward those employees who define problems and develop usable solutions to address them.

- ❑ **Communication** is the life blood of any organization. Honest, frequent interaction is the basis for establishing good working relationships and critical for team building. We will:

Promote good communications among all employees by creating and maintaining an environment which fosters loyalty and openness in sharing thoughts and ideas without fear of reprisal.

Listen to others when they talk. Interpersonal communications require patience and good listening skills. We recognize that informal communication is often more effective in resolving problems or concerns.

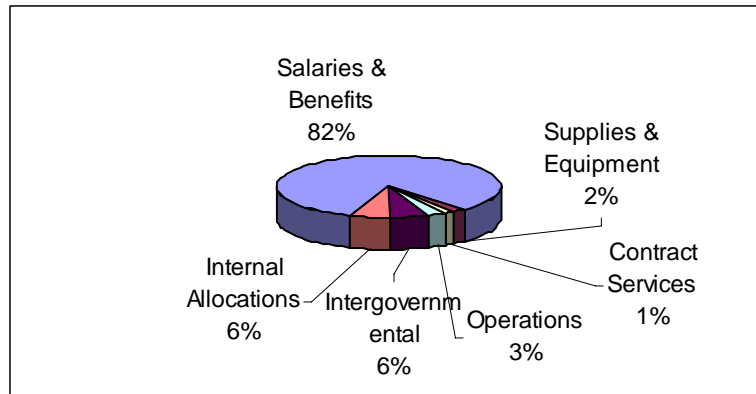
Strive to be approachable and sensitive to changing demographics. We will encourage each other to extend this relationship to the community, enabling us to better communicate with those we serve.

- ❑ **Quality Service** occurs when an organization is committed to excellence in every task or assignment. Providing such service requires dedication to personal development and high professional standards. We will:

Provide a work environment that encourages all employees to better themselves through formal education and professional training.

Produce the highest quality work product through teamwork that fosters confidence and respect for each other and the community we serve.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$7,470,807	\$7,057,557	\$8,303,806
Supplies & Equipment	262,200	255,500	222,300
Contract Services	96,617	69,000	88,000
Operations	275,770	264,285	270,895
Intergovernmental	583,488	555,475	540,470
Internal Allocations	552,573	552,573	548,062
	<u>\$9,241,455</u>	<u>\$8,754,390</u>	<u>\$9,973,533</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$5,226,684
102 - Regular Part Time	42,185
111 - Part -Time Temporary	161,500
120 - Overtime	508,620
132 - Holiday Pay PERS.....	166,400
143 - Other Pay	7,600
151 - Uniform Allowance.....	58,020

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167 - Management Leave Buyout.....	18,362
200 - Employee Benefits.....	2,077,435
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
290 - Contract Staff.....	<u>37,000</u>
Crossing Guard Services	
Subtotal	\$8,303,806

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$40,000
Office Supplies - \$11,500	
Printing - \$9,000	
Batteries - \$1,000	
Film - \$7,000	
Evidence Processing Supplies - \$6,000	
Flares - \$3,000	
Police Canine - \$1,500	
Records Destruction - \$1,000	
302 - Copier Charges	5,000
311- Gas and Oil.....	59,000
Supports 32 vehicles (patrol cars, motorcycles & other unmarked vehicles)	
313 - Safety Equipment	18,000
350 - Tools and Equipment	98,300
Police Vehicle Replacement – \$55,000 (2 Cars)	
In-Car Digital Recording Equipment - \$12,500 (2 Cars)	
Police Motorcycle Replacement – \$5,000 (2 Motorcycles)	
Preliminary Alcohol Screening Devices - \$1,800	
Security Camera and Monitor – \$8,000	
Badge Identification System W/Digital Camera – \$8,200	
Batteries- Universal Power Supply – \$4,300	
Facility Security Software Upgrade - \$3,500	
351 - Office Equipment & Furnishing.....	<u>2,000</u>
Dispatcher chairs (1) – \$900	
Task chairs (3) – \$1,100	
Subtotal	\$222,300

CONTRACT SERVICES

401 - Professional Service	\$31,000
Parking Citation Processing Fee	
409 - Other Services - Miscellaneous	<u>57,000</u>
NPFA Juvenile Diversion – \$46,473	
Towing fees - \$4,527	
Peninsula Conflict Resolution Center - \$6,000	
Subtotal	\$88,000

OPERATIONS

411 - Communications	\$53,415
Cell phones, Telephones, Modem and FAX lines	
412 - Postage	4,680
421 - Vehicle Maintenance	500
461 - Utilities	65,000
BART Police Department's pro rata share is 20%	
471 - Office Equipment Maintenance	12,000
472 - Network System Maintenance	49,000
Computer Aided Dispatch software maintenance – \$33,597	
Records Management/CAD server maintenance – \$2,150	
Live Scan fingerprinting – \$3,300	
Automated Records Exchange (SNARE) – \$1,000	
UPS maintenance - \$1,550	
Cardreader passage system maintenance - \$550	
Voice Print system maintenance - \$965	
Data Image software maintenance - \$785	
Critical Reach software - \$300	
Miscellaneous related supplies - \$4,803	
502 - Meetings & Conferences	10,000
<u>Conferences: \$4,500</u>	
Cal Chiefs	
Office of Traffic Safety	
CPOA	
CLEARs	
High Tech Crimes	
Sexual Assault Investigators	

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Meetings: \$3,500

San Mateo County Police Chiefs and Sheriff Association
San Mateo County Training Managers
Avoid the 23
County Commanders
Department Planning Meeting
San Mateo County Communication Managers
Explorers – Posey Parade
Bay Area Law Enforcement Security Group

Membership: \$2,000

Calif. Crime Prevention Officers
IACP
Cal Chiefs
California Peace Officers Association
California Reserve Peace Officers Association
Robbery Investigators Association
Sexual Assault Investigators Association
Juvenile Officers Association
Warrant Officers Association

503 - Publications & Subscriptions	5,000
Penal Codes and Vehicle Codes – \$600	
Reverse Directories – \$1,000	
Legal Sourcebook Software – \$1,000	
Subscriptions – \$400	
Training Publications & Material – \$2,000	
505 - Staff Training	49,500
Range – \$10,000	
Defensive Tactics - \$5,000	
Regional SWAT Team – \$2,000	
State mandated training (POST) – \$20,000	
Supervisory Leadership Institute – \$5,500	
Command College – \$7,000	
508 - Management Professional Development.....	6,500
509 - Tuition Reimbursement	8,300
513 - Medical Legal Exams for Sexual Assault Victims.....	2,000
521 - Special Investigations.....	<u>5,000</u>
Undercover operations and purchases	
Suspect vehicle Impounds	
Travel expenses for out of area investigations	
Subtotal	\$270,895

INTERGOVERNMENTAL

541 - County Service Charges.....	\$420,000
Animal Control Fees – \$224,892	
Probation – \$20,658	
Crime Lab Fees – \$49,950	
Narcotics Task Force – \$40,750	
County Parking Citation Assessments – \$55,360	
Criminal Justice Council – \$3,640	
DOJ Fingerprint Costs – \$18,750	
Sheriff's Deputies Supplement Fourth of July Enforcement – \$6,000	
542 - Radio Maintenance.....	56,800
Radios, Antennas and Repeater Maintenance – \$23,000	
County Access Fees (SMARTS) – \$24,000	
Pager Rental (20 units) – \$2,800	
Portable Radio Batteries – \$1,700	
Miscellaneous Repairs – \$5,200	
FCC License – \$100	
544 - Booking Fees.....	63,220
Prisoner Bookings – \$47,840	
First Chance Fees – \$15,380	
551 - Sobriety Tests.....	<u>450</u>
Subtotal	\$540,470

INTERNAL ALLOCATIONS & TRANSFERS

576 - Buildings & Facilities Maintenance Allocation	\$104,414
577 - Technology Support Allocation.....	104,027
578 - Central Garage Allocation	189,649
579 - Equipment Replacement Transfer.....	<u>149,972</u>
Subtotal	\$548,062

DEPARTMENT TOTAL **\$9,973,533**

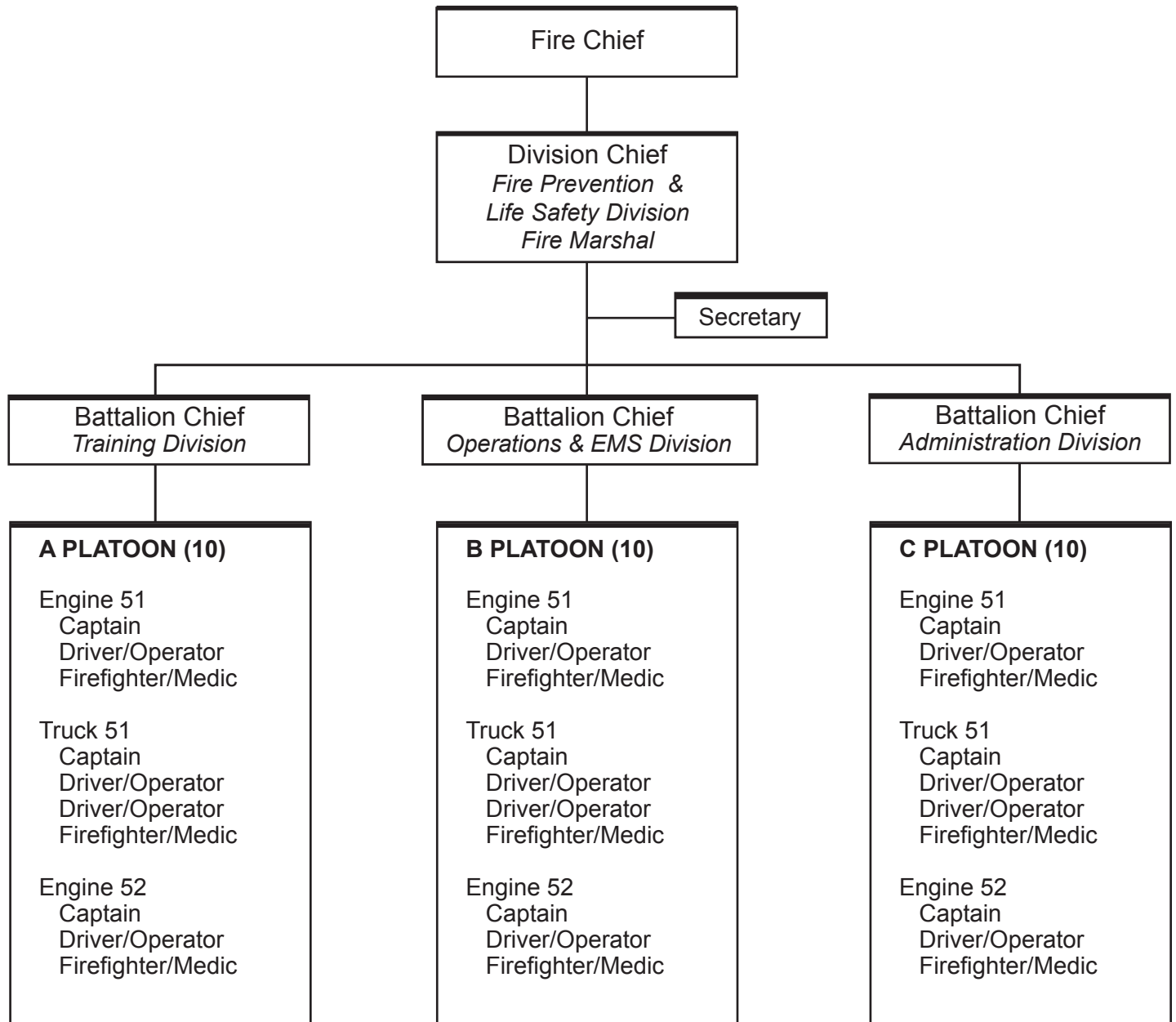
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PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS

ENHANCEMENT	TOTAL COST	NEW REVENUE	NET IMPACT ON GENERAL FUND
D.A.R.E. Program As part of the 2002-03 budget reduction plan, the Drug Abuse Resistance Education (DARE) program was eliminated. This request will provide officer training in the updated DARE curriculum, and allow the Department to explore the feasibility of restoring critical drug abuse prevention education to San Bruno youth.	\$6,000	\$0	\$6,000
Code Enforcement Liaison Proposal would improve the effectiveness of the City's Code Enforcement efforts by appointing a liaison to work with Community Development on case management.	11,700	0	11,700
2.0 Field Services Officers – Shops at Tanforan In December 1994, Tanforan Shopping Center entered into an agreement with the city to partially fund police services at the shopping mall due to the large volume of police calls for service generated by the shopping center. During the mall renovation, funding for the officers was discontinued. Upon reopening of the mall, scheduled for October 2005, the Shops at Tanforan will fully fund 2.0 Field Services Police Officers. The net impact on general fund cost of \$65,000 is due to the training time necessary to have the two officers available in October. The Department will make every effort, by holding vacancies open, as available, to minimize the cost to the general fund.	210,000	145,000	65,000
1.0 School Resource Officer The Department responded to a total of 386 calls for service in 2003-04 from Capuchino and Peninsula High Schools and Parkside Junior High School in San Bruno. By implementing this program, the Department hopes to enhance campus safety, serve as a deterrent to potential at risk youth, and provide an intervention resource for students involved in gang activity and/or with substance abuse problems. The San Mateo Union High School District will commit partial funding for the program for a two-year period.	105,000	37,000	68,000
Total	\$366,700	\$216,000	\$150,700

FIRE DEPARTMENT

FIRE DEPARTMENT



FIRE DEPARTMENT

The San Bruno Fire Department provides protection of health, life and property through programs in fire prevention, public education, advanced life support, community preparedness and fire suppression activities.

PROGRAMS

The San Bruno Fire Department provides for the protection and public safety of the community 24 hours a day, seven days a week, through five major service systems. The department's services are included in the following programs:

- **ADMINISTRATION**
This program supports the day-to-day management of department personnel, apparatus and fire stations and provides planning and budget preparation for resources, equipment and training.
- **OPERATIONS**
This program provides emergency responses for medical, fire, hazardous material and rescue incidents and maintenance of stations and apparatus.
- **TRAINING/EMERGENCY MEDICAL SERVICES (EMS)**
The training program maintains record keeping and documentation of EMS and fire-based training. This division also provides proficiency in delivery of service and meets mandated training requirements.
- **FIRE PREVENTION**
This division provides enforcement of appropriate codes and ordinances, plan checks, inspections, public education, and fire cause and origin investigation.
- **COMMUNITY PREPAREDNESS**
This program supports the City's disaster preparedness program by maintaining a current emergency operations plan, maintaining a functional emergency operations center, coordinating and participating in training and emergency drills, and providing public education materials.

PRIORITY FOCUS

The Fire Department supports the priority of developing a strong economic base to promote economic vitality through the Fire Prevention Division. Inspections of all multi-unit dwellings to include apartments, motels, hotels and lodging houses have been completed. Through this program the fire/life safety in occupancies where visitors to the community stay and where property owners have investment properties is ensured. Additionally, the fire/life safety of the community has improved in apartment buildings that have operable smoke alarms and fire extinguishers. Inspections of all service stations and dry cleaners in our community have also been completed. These businesses have eliminated hazards that could result in fires by complying with these inspections. This allows them to continue their businesses with less likelihood of a fire or problem causing them to close down or be inoperable for a long period of time. The Department proposes to expand our Fire Prevention Division by assigning a Fire Captain from suppression to fire prevention on a permanent basis. This would

Fire Department

continue a pilot program that temporarily assigned a Captain for the last six months of the 2004-05 fiscal year to fire prevention. If this proposal is approved then further expansion will include inspections of assembly occupancies such as restaurants. The Department will be able to assist these businesses comply with code regulations including fire protections systems, occupancy loads and exiting requirements. The fire prevention needs of new development in our community could also be met through this proposal. Timely plan review, consultation, inspection and enforcement requirements for projects such as the Shops at Tanforan, The Crossing and other new developments could be achieved.

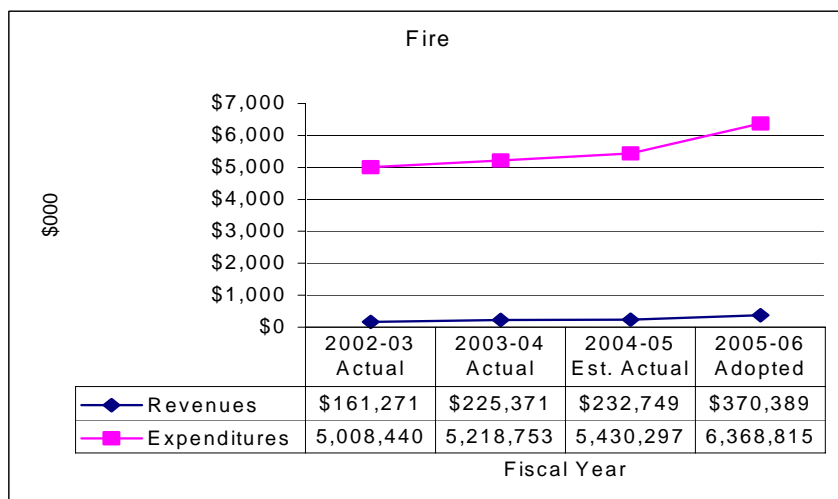
The Fire Department strives to attain excellence in customer service delivery. Emergency services are one area where services are delivered to the public. By having a well trained, professional department the level of care and the manner and methods used to mitigate emergencies keeps the needs of the community as a priority. From the improved training of firefighters to advanced technology such as thermal imaging cameras, the department is constantly striving to provide the best service possible. An example is the department's paramedic program, which is a leader in San Mateo County for the level of expertise and care provided by emergency responders. Firefighters also often install smoke detectors for elderly persons and assist with lifting disabled persons in and out of their homes for trips to medical appointments. Areas within the department where improvements to customer service delivery could be made are in fire prevention and community preparedness. For example, improvement to customer service needs in community preparedness to include outreach to non-English speaking community members and the publication of bilingual materials.

The enhancement of the City's appearance and image in a manner responsive to the community's needs and interests are also a priority the Fire Department will undertake. Again, fire prevention efforts will be a key part of our strategy. Inspections of auto repair businesses and auto body shops for compliance with codes will be completed in the 2005-06 fiscal year. The department will also look at methods to work with Community Development and Code Enforcement. Efforts for a cooperative approach to plan reviews and inspections will be continued, as will the use of the Development Review Team.

Additionally, the Department will enhance education and enforcement efforts on and before July 4, 2005 to deter the use of illegal fireworks. In February 2005, the City Council authorized enhanced education and enforcement to address the proliferation of illegal fireworks use in the community during July 4th festivities in 2004. The enforcement efforts will require significant overtime expenditures, which will be fully reimbursed by authorized safe and sane fireworks stands.

PROGRAM RESOURCES

The Department's programs require expenditures of \$6,179,683 and a staff of 36 full time employees. Additionally the Department utilizes shared services through a Joint Powers Agreement for the delivery of paramedic services including emergency dispatch services. Cost recovery is utilized in the Fire Prevention Division through the Master Fee Schedule for plan review, consultations, inspections and code enforcement.



REVENUES

The Fire Department's revenues are derived from two sources. The first source is partial reimbursement of costs for the Department's participation in the San Mateo County Pre-Hospital Joint Powers Authority. This JPA is the program that oversees the Department's paramedic services and advanced life support capabilities. The Department receives reimbursement through this contract for two paramedic engine companies and nine paramedic firefighters. The Department currently assigns eighteen personnel as paramedics. The Department also supports a paramedic truck company due to the call volume and types of calls we experience in San Bruno.

The second major source of revenue is through a cost recovery program for Fire Prevention services. Cost recovery formulas are based on actual costs including administrative and clerical support. Plan checks, pre-construction consultation, inspections, fire protection system inspections and fire code permits are all examples of services the Department provides to ensure the life safety of the community. In order to support this objective the Department utilizes a cost recovery program based on the services used by specific contractors, developers and homeowners.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 90% for personnel costs and 10% for operations and professional services. Approximately 12% of the Department's total operating budget is appropriated for non-personnel operations and training. The largest expenditures in this category reflect the Department's equipment replacement fund, tools and equipment, vehicle maintenance and safety equipment. These expenditures allow the department to

Fire Department

provide emergency responses in well-maintained apparatus, with well-trained personnel utilizing appropriate tools while protected with mandated safety gear and personal protective equipment. The remaining share of the operating budget accommodates supplies, services, and internal service allocations.

During 2004-05, the Department's contribution to citywide budget deficit reduction efforts challenged the Department to carefully review its budget to reduce spending, while concurrently maintaining the community's desired emergency response capabilities. The Department's budgets for training, equipment, tools, meetings and conferences, and outside contracts were all reduced. The Department's largest expense, personnel costs, was reduced by the reduction of overtime and the continuation of a cross-staffing program at Station 51 during the 2004-05 fiscal year. Overall, the Department was successful in reaching the 2004-05 reduced budget targets, while at the same time keeping fire stations open.

The 2005-06 budget anticipates a need for a similar number of cross-staffing days to contain overtime costs. The Department estimates 120 days of the fiscal year will be cross-staffed. Cross staffing allows the Department to maintain two paramedic companies at each station and allows for involvement in the county deployment plan. The cross-staffing plan reduces the number of San Bruno Fire companies available for emergency response from three (2 engines, 1 Truck) to two, with Station 51 capable of operating either the truck or an engine depending on the nature of the emergency. The potential risk to the community and to firefighters is greater on cross-staffed days. The potential risk is greater on these days because there are increased response times for all the needed apparatus and personnel to incidents such as vehicle accidents, first alarm assignments, and structure fires. Critical operations such as extrication, ventilation and rescue will not be implemented in as timely a manner because it takes longer for a truck company to arrive from outside our jurisdiction when our truck is not available due to cross staffing. Routine work around the stations, apparatus checks, training and inspections are also impacted. Battalion Chiefs monitor the City and the emergency responses with greater vigilance in recognition of this increased risk. Company officers adjust their daily schedules and routines accordingly. The plan allows the Department to keep the authorized number of personnel in the department and allows both fire stations to remain open 365 days a year.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2006-06 Adopted
Fire Chief	1.00	1.00	1.00	1.00	1.00
Division Chief	3.00	3.00	1.00	1.00	1.00
Battalion Chief	0.00	0.00	3.00	3.00	3.00
Captain	9.00	9.00	9.00	9.00	9.00
Firefighter	23.00	23.00	21.00	21.00	21.00
Secretary	1.00	1.00	1.00	1.00	1.00
	37.00	37.00	36.00	36.00	36.00

The largest share of the Department's total operating budget at 88% is personnel. The Administration program comprises the Fire Chief and Secretary. The Fire Prevention program comprises one Division Chief assigned as the Fire Marshal. The remaining thirty-three personnel are divided equally among three platoons in order to provide emergency response capabilities 24 hours a day, 365 days a year. The three Battalion Chiefs, who lead each platoon, also have administrative and management responsibilities, divided among the Administration Division, the Training Division and the Operations Division.

Nine Captains are divided among the three platoons and are responsible for first line supervision at each station and on engine and truck companies. The twenty-one Firefighters are also divided among the three platoons and staff stations and engine and truck companies under the supervision of the Captains. These line personnel deliver the main focus of department operations, the emergency responses. Additional service delivery includes fire prevention inspections and public education presentations on a limited basis.

In the second half of the 2004-05 fiscal year the department received approval to fill four vacant firefighter positions authorized in the budget. These positions were vacant due to promotions and retirements. The hiring of these four personnel in the department allows staffing levels to be maintained that provide for efficient and safe operations. The overall makeup of the department has a good blend of experienced journeyman level firefighters and newer less experienced firefighters. The overall service and response capability is strengthened by this blend and the potential to have a department with only older or only brand new firefighters is avoided.

2004-05 ACCOMPLISHMENTS

- ✓ Maintained excellent response times to emergencies, averaging less than four minutes to medical emergencies. Response times to all other emergencies averaged less than five minutes.
- ✓ Completed implementation of respiratory protection program and blood borne pathogen program
- ✓ Continued physical fitness program that reduces muscle pull and strain type injuries.
- ✓ Implemented CPR and SEMS Training for City employees.
- ✓ Completed revised engine company and truck company training manual.
- ✓ Completed revised manual for probationary firefighter evaluations.
- ✓ Completed multi-unit dwelling inspection program.
- ✓ Utilized a Fire Captain to assist in the Fire Prevention Division under a six-month pilot program.

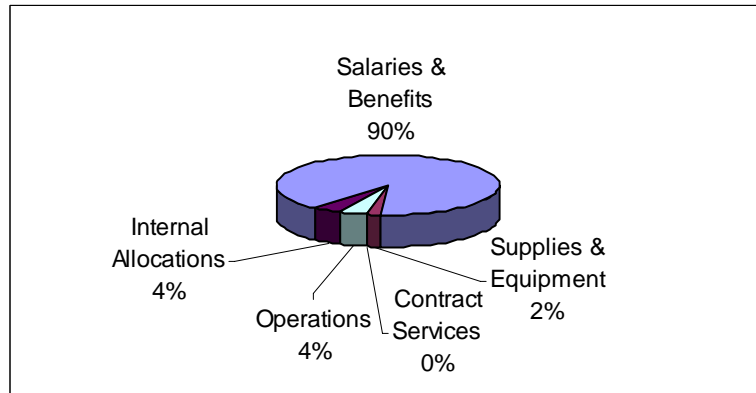
Fire Department

- ✓ Completed implementation of Council approved staffing program by hiring four firefighters. All successfully completed the Fire Academy.
- ✓ Met budget deficit reduction goals by reducing overtime costs with Station 51 cross staffing plan.

2005-06 GOALS & OBJECTIVES

- ❑ Formalize shared services program for EMS training with neighboring fire agencies.
- ❑ Implement shared services program for Fire/Rescue training with neighboring fire agencies.
- ❑ Improve engine company and truck company based training program.
- ❑ Improve record keeping and documentation in training and vehicle maintenance.
- ❑ Expand role of engine and truck companies in code enforcement, especially related to weed abatement and graffiti reporting.
- ❑ Implement GIS Mapping Program for emergency responses to update maps and response manuals.
- ❑ Complete orientation, paramedic and fire training, and evaluations for four new firefighters.
- ❑ Continue cross-staffing to meet budget deficit goals.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$4,598,672	\$5,011,444	\$5,753,079
Supplies & Equipment	106,300	100,977	109,900
Contract Services	6,000	6,000	9,500
Operations	242,000	233,515	237,491
Internal Allocations	276,988	276,988	258,845
	<u>\$5,229,960</u>	<u>\$5,628,924</u>	<u>\$6,368,815</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$3,622,109
131 - Overtime	462,000
\$350,000 reduction resulting from cross-staffing. Includes service enhancement & fireworks education & prevention costs	
132 - Holiday Pay PERS.....	175,200
141 - Acting Pay	12,000
151 - Uniform Allowance.....	34,000
167 - Management Leave Buy-Out.....	12,000
200 - Employee Benefits.....	<u>1,433,770</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$5,602,079

Fire Department
001.62110

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$6,000
311 - Gas and Oil.....	19,800
312 - Janitorial Supplies	4,800
313 - Uniforms/Safety Equipment.....	34,300
Personal Protective Equipment - \$15,000	
Turnout Gear 12 sets - \$14,400	
Wildland Firefighting Equipment - \$2,400	
Rapid Intervention Crew Equipment - \$2,500	
317 - Fire Prevention	3,000
NFPA & California Fire Code Updates - \$1,000	
Public Education Materials, Annual Fire Poster Contest - \$2,000	
331 - Building Supplies	7,500
344 - Community Programs	1,500
Community Preparedness for Earthquake and Disaster Education	
350 - Tools and Equipment.....	28,000
Tools, Batteries, Flashlights & Foam - \$8,000	
Fire Hose Replacement - \$8,000	
Computer Aided Dispatch Link in Command Vehicle - \$12,000	
351 - Office Equipment & Furnishings	<u>5,000</u>
Subtotal	\$109,900

CONTRACT SERVICES

409 - Other Services – Miscellaneous	\$9,500
Physical Fitness Program Membership - \$3,600	
Ground Ladder and Aerial Ladder Testing - \$2,400	
Respiratory Protection Program Fit Testing by Redwood City FD - \$2,000	
Breathing Air Support Unit Vehicle by South San Francisco FD - \$1,500	

OPERATIONS

411 - Communications	\$16,491
Phones, cell phones, fax lines at Stations 51 & 52 - \$8,200	
Leased phone lines for dispatch services, County Maintenance - \$ 6,200	
Emergency Operations Center phone and fax lines - \$3,200	
412 - Postage	1,000

421 -	Vehicle Maintenance	32,000
	Parts, Tires, Oil, Fluids and Supplies for Engines, Truck, Sedans and Utility Vehicles	
461 -	Utilities	16,000
	Gas & electricity for Station No. 51 & Station No. 52	
471 -	Office Equipment Maintenance	500
501 -	Dues & Memberships	1,000
	Fire Chief's Association, NFPA, Fire Prevention Officer's, Fire Training Officer's	
502 -	Meetings & Conferences	7,000
	California Fire Chief's Conference - \$1,000	
	Fire Instructor's Workshop - \$2,000	
	Fire Mechanic's Academy - \$2,500	
	CSTI Disaster Preparedness - \$1,500	
503 -	Publications & Subscriptions	3,800
	Trade journals, training textbooks for Station 51 & 52 libraries, EMS Protocols.	
505 -	Staff Training	58,000
	Shared Services EMS Training Program, including ALS Supervisor - \$54,000	
	Chief Officer & Company Officer Development, Technical Training - \$4,000	
508 -	Management Professional Development.....	1,500
509 -	Tuition Reimbursement	1,200
541 -	County Service Charges.....	92,000
	Public Safety Communications Dispatch Services - \$60,000	
	Office of Emergency Services - \$22,000	
	State Mandated Planning Services - \$2,500	
	Hazardous Materials Program - \$7,500	
542 -	Radio Maintenance.....	<u>7,000</u>
	Maintenance Contract for radios and radio batteries - \$6,000	
	Ham Radios in Emergency Operations Center - \$1,000	
	Subtotal	\$237,491

Fire Department
001.62110

INTERNAL ALLOCATIONS & TRANSFERS

576 - Buildings & Facilities Maintenance Allocation	\$18,053
577 - Technology Support Allocation.....	40,821
579 - Equipment Replacement Transfer.....	194,307
596 - Energy Debt Allocation	<u>5,664</u>
Subtotal	\$258,845
 DEPARTMENT TOTAL	 <u>\$6,368,815</u>

PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS

ENHANCEMENT	TOTAL COST	NEW REVENUE	NET IMPACT ON GENERAL FUND
Fire Captain To address many of the City's Priority Focus objectives, the Department proposes the addition of a Fire Captain to augment the fire prevention services provided by the Department. This position will further the priority focus by improving the community's appearance by responding to code enforcement problem areas, ensure the economic vitality of the community by inspecting hazardous business operations for fire code compliance. Additionally, this service enhancement will perform in-house plan reviews and technical inspections for new construction. The cost of this program is the addition of one Fire Captain (\$128,000) offset by the elimination of one firefighter (\$113,000), an increase in overtime (\$106,000) and new inspection revenue of approximately \$64,000.	121,000	64,000	57,000
Total	\$121,000	\$64,000	\$57,000

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PUBLIC WORKS DEPARTMENT

ADMINISTRATION & ENGINEERING DIVISION

STREETS MAINTENANCE DIVISION

WATER SUPPLY DIVISION

WATER DISTRIBUTION DIVISION

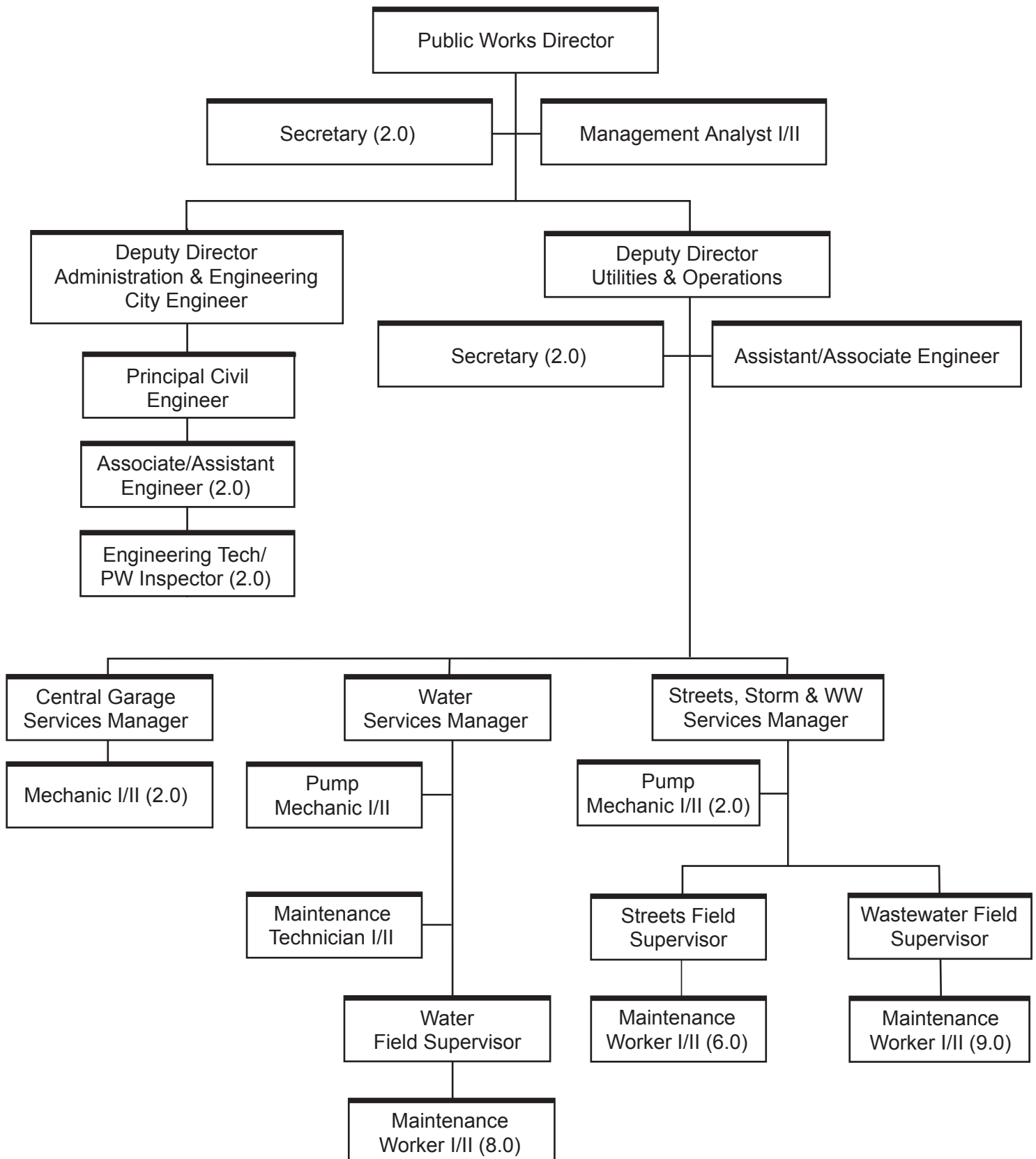
WASTEWATER DIVISION

STORMWATER DIVISION

CENTRAL GARAGE DIVISION

SOLID WASTE DIVISION

PUBLIC WORKS DEPARTMENT



PUBLIC WORKS – ADMINISTRATION & ENGINEERING DIVISION

To enhance the health, safety and welfare of the public within the City of San Bruno through the professional, competent and cost effective administration in the areas of development review, capital projects, and traffic engineering, consistent with the City's priorities for planned growth, economic development and necessary revitalization of City infrastructure.

PROGRAMS

The Engineering Division is responsible for supporting development in the community through the review and inspection of proposed improvements and infrastructure in the public right of way for compliance with adopted policies and standards. The Division is also responsible for the implementation of City's Capital Improvement Program projects relating to the maintenance of City streets, sanitary sewers, storm drains, water system facilities, traffic signals, and other public infrastructure upgrades. The Division also provides traffic engineering for the City and administrative oversight for the department's various operating and capital project budgets. The primary services provided include:

- **LAND DEVELOPMENT**
Public Works reviews and inspects infrastructure improvements for an increasing level of private or non-City development. Public Works projects administration of 350 plan checks and 200 encroachment permits
- **CAPITAL IMPROVEMENTS**
Public Works designs and/or provides construction of capital projects to rehabilitate or enhance municipal infrastructure.
- **TRANSPORTATION ENGINEERING**
Public Works reviews traffic control modifications, implementation of periodic street signing and marking changes.
- **GENERAL ADMINISTRATION**
Public Works prepares and monitors the departmental operations and capital budgets, manages and prioritizes the division of work effort, reviews and resolves personnel matters.

PRIORITY FOCUS

The Engineering Division contributes to the City's economic vitality by providing timely and cost effective rehabilitation and replacement of public infrastructure through the delivery of the City's capital improvement projects. Maintaining the City's public facilities, roadway network, water distribution, storm and sanitary sewer collection systems, helps to preserve their value as backbone investments in the community, securing San Bruno's position as a desirable place to live and do business.

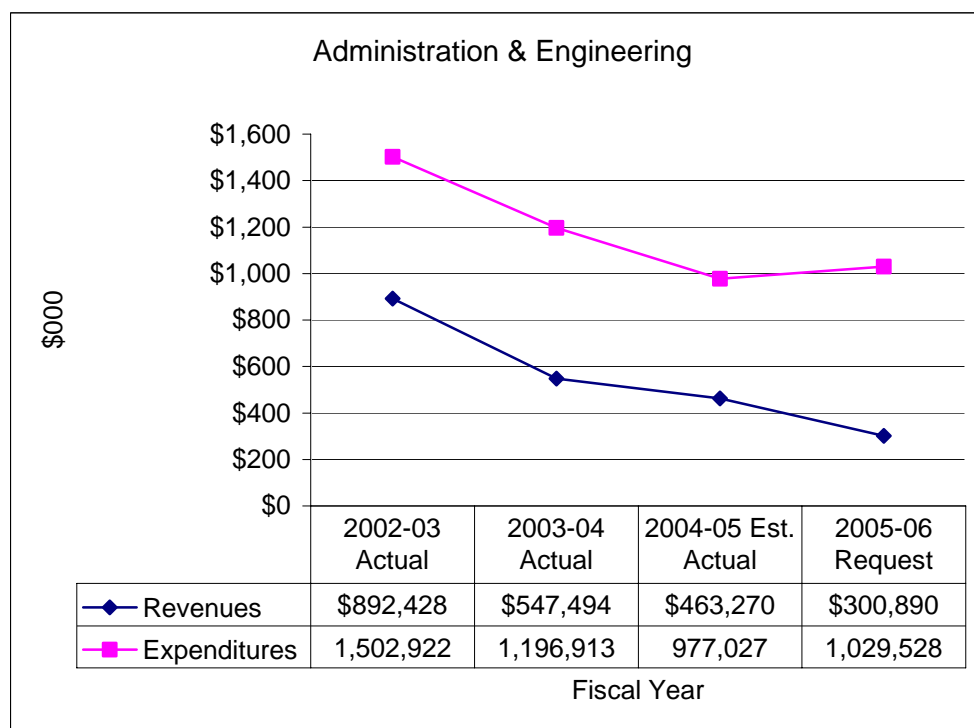
Public Works – Administration & Engineering Division

Attain Excellence in Customer Service Delivery

Increased community activity in the area of Land Development along with a growing gap between the increasing number of funded Capital Improvement Program projects and a diminished staffing capacity to pursue those projects will continue to put pressure on the Engineering Division to prioritize and manage workload expectations so that timely and comprehensive responses to internal and external customers can still be provided. Restructuring staff efforts to place greater emphasis on Land Development along with the development of specific priorities for the Capital Improvement Program are key goals and objectives of the Engineering Division for fiscal year 2005-06.

PROGRAM RESOURCES

Delivery of the department's core services during fiscal year 2005-06 will require an expenditure budget of \$1,031,208 and personnel resources of 7.75 full time employees. In addition, the department will recover portion of its expenditures through fees for services, allocations to enterprise funds for time spent on utility-related activities, and charge-backs against capital projects for staff time.



REVENUES

As the general administrative arm of the Public Works Department, Public Works Administration and Engineering receives an allocation from the utility enterprise funds equivalent to 50 percent of total

personnel expenditures. The Engineering Division attempts to recover the full cost of the Land Development program through direct fees to program users. Administrative and project management costs incurred for work on capital projects are recovered through charge backs to the capital project budgets. Revenue from charge backs to capital projects in fiscal year 2005-06 is expected to be reduced compared to 2004-05 levels due to significantly increased levels of land development and outside project activity that has required a reallocation of staffing support to oversee. The spike in revenues commencing in fiscal year 2002-03 was attributable to a major change in the method of charging to projects, which included recovery of professional services staff augmentation time.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 85% for personnel costs and 15% for operations and professional services. Non-personnel expenditures in this budget are essentially those needed in support of the budgeted employees. Only minor professional services for specialized on-call support in the areas of soil testing and surveying are requested for 2005-06.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Requested
Public Works Director	0.25	0.25	0.25	0.25	0.25
Deputy Director - Admin. & Engin.	1.00	1.00	1.00	1.00	1.00
Principal Engineer	0.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	5.00	4.00	2.00	2.00	2.00
Management Analyst II	1.00	0.90	0.50	0.50	0.50
Maintenance Services Manager	0.33	0.33	0.00	0.00	0.00
Engineering Technician/Inspector	2.00	2.00	2.00	1.00	1.00
Secretary	2.00	1.75	2.00	2.00	2.00
	11.58	11.23	8.75	7.75	7.75

The Engineering Division's personnel resources have remained at the same level as the previous budget year. This is a diminished level from prior years. Since 2003-04, three positions (two Assistant/Associate Engineer positions and one Engineering Technician/Public Works Inspector) have been eliminated along with contracted services augmentation that provided the equivalent of an additional 1.5 FTE. A necessary reallocation of existing staff will be required to support a significant increase in land development activities.

2004-05 ACCOMPLISHMENTS

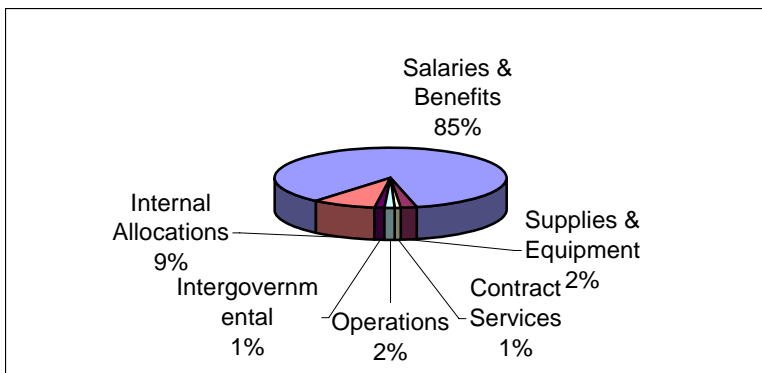
- ✓ Over 340 land development reviews / plan checks.
- ✓ Issuance and inspection of over 180 encroachment permits.
- ✓ Continued inspection of two major subdivisions (Marisol and the Crossing) and review of significant non-City projects (Caltrain Grade Separation and PG&E Jefferson – Martin 230 kV Transmission Line).
- ✓ Review and implementation of 10 traffic work order requests and staff liaison to the Traffic Safety and Parking Committee.
- ✓ Management and administration of capital projects through either design and/or construction. The majority of project activity during FY 2004-05 was grant funded. Project efforts included: Lower Sneath Paving, El Camino Real/Sneath to I-380 Widening, Sneath/National Traffic Signal, “Opticom” Signal Preemption, Well 20, Corp Yard Generator and several minor projects in support of other Departments.
- ✓ Grant applications in support of the adopted Capital Improvement Program were submitted and funding was secured for the following efforts:
 - \$250,000 grant for groundwater monitoring wells
 - \$294,000 grant to resurface arterial streets
 - \$60,000 grant for striping a bike lane on Sneath Lane
 - \$12,000 grant for a traffic study of the intersection at San Bruno Avenue/Shelter Creek/Crestmoor

2005-06 GOALS & OBJECTIVES:

- Examine the ability of the City’s existing utility infrastructure to support proposed development and program and prioritize capital replacement projects accordingly.
- Create a cost-recovery model that will fully fund land development related services.
- Update the City’s Standard Specifications, consisting of standard detail drawings, technical specifications, general conditions, special conditions and encroachment permit conditions of approval.
- Develop a process by which the City Council can provide input and direct the priorities of the Capital Improvement Program so that expectations match delivered projects.
- Review and respond to traffic issues to create a safer environment for motorists and pedestrians in San Bruno.

- ❑ Continue to explore revenue enhancement opportunities in the form of infrastructure improvement grants through federal, state and other funding sources in support of the Council's adopted Capital Improvement Program.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$790,492	\$1,315,344	\$878,245
Supplies & Equipment	8,700	9,558	23,940
Contract Services	200	1,410	6,127
Operations	14,700	13,784	16,435
Intergovernmental	12,456	12,236	12,236
Internal Allocations	96,950	96,950	92,545
	<u>\$923,498</u>	<u>\$1,449,282</u>	<u>\$1,029,528</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$668,017
120 - Overtime	2,500
141 - Special Circumstances Pay	1,200
Temporary assignments in conjunction with reorganizing workload within position classifications.	
167 - Management Leave Buy-Out.....	14,501
200 - Employee Benefits.....	191,027
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
290 - Contract Staff.....	<u>1,000</u>
Temporary clerical support	
Subtotal	\$878,245

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$3,500
302 - Copier Charges	1,300
311 - Gas/Oil.....	2,640
313 - Uniforms & Safety Equipment	500
351 - Office Equipment & Furnishing.....	<u>16,000</u>
AutoCAD software upgrade - \$3,500	
MTC Pavement Management software license - \$1,000	
Copy machine – \$7,000	
Improvement plans file storage cabinet - \$4,500	
Subtotal	\$23,940

CONTRACT SERVICES

401 - Professional Services	\$5,827
On-call surveying - \$3,133	
On-call geotechnical/testing services - \$2,694	
409 - Other Services – Miscellaneous	<u>300</u>
Publication of non-project legal notices - \$200	
Storage of microfiche drawings - \$100	
Subtotal	\$6,127

OPERATIONS

411 - Communications.....	\$6,130
412 - Postage	2,500
Community notifications of proposed capital project and traffic impacts	
423 - Mileage Reimbursement.....	100
471 - Office Equipment Maintenance	1,000
501 - Dues & Memberships	825
American Public Works Association (APWA) - \$325	
Underground Service Alert - \$150	
Engineering License Renewals - \$300	
Municipal Management Association of Northern California (MMANC) - \$50	

Public Works – Administration & Engineering Division
001.63010

502 - Meetings & Conferences	880
City/County Engineers Association - \$480	
American Public Works Assoc. Webcast Training (2) - \$300	
MMANC - \$100	
503 - Publications & Subscriptions	500
Engineering reference manuals	
505 - Staff Training	2,000
National Pollutant Discharge Elimination System (NPDES) training, construction management courses, specific skills (e.g., computer) seminars	
508 - Professional Development.....	<u>2,500</u>
Subtotal	\$16,435
INTERGOVERNMENTAL	
560 - Intergovernmental-Other	\$12,236
General Fund portion of City's annual dues (\$81,118) to the City/County Association of Governments	
Balance paid by other funds:	
Streets - \$68,238	
Solid Waste - \$644	
INTERNAL ALLOCATIONS & TRANSFERS	
576 - Buildings & Facilities Maintenance Allocation	\$40,937
577 - Technology Support Allocation.....	29,007
578 - Central Garage Allocation	8,738
579 - Equipment Replacement Transfer.....	<u>13,863</u>
Subtotal	\$92,545
DIVISION TOTAL.....	<u>\$1,029,528</u>

PUBLIC WORKS – STREETS MAINTENANCE DIVISION

The City of San Bruno Public Works – Streets Maintenance Division is committed to providing rapid, professional, and cost-effective street and right-of-way maintenance services to the community. Our interaction will always be courteous, productive and beneficial to our clients.

PROGRAMS

The department is responsible for managing maintenance of the City's street and storm drainage infrastructure. The primary responsibilities include:

- **MINOR PAVING**
Streets process citizen pothole reports and complete 30-35 utility excavations annually.
- **SIDEWALK, CURB & GUTTER**
Streets process citizen reports and repair approximately 30 locations that are damaged due to street trees or utility excavations annually. Streets inventory over 3,000 potential tripping hazards.
- **TRAFFIC CONTROL SIGNING & STRIPING**
Streets provide 475 sign installations or replacements and paint pavement markings.
- **STREET LIGHTING & TRAFFIC SIGNALS**
Streets process monthly inspections and preventative maintenance, complete 400 outage repairs and 12-18 knockdown replacements annually.
- **MINOR CONSTRUCTION**
Varies
- **DEBRIS & HAZARDOUS MATERIALS HANDLING**
Streets haul refuse and handle and dispose of 550 gallons of hazardous materials.
- **STORM DRAINAGE SUPPORT**
Streets clean 1,194 catch basins annually, fill and deploy 3,000-5,000 sandbags, provide hillside covering and debris cleanup.

PRIORITY FOCUS

Enhance the City's Appearance and Image in a Manner Responsive to the Community's Needs and Interests

The Streets Maintenance Division is responsible for the maintenance and repair of City sidewalks and debris removal. The need to develop a comprehensive program to address the funding needed for extensive repairs and replacement of the City's sidewalk problem areas will be prioritized in 2005-06. Along with the continuing effort to clean up debris and litter refuse within the public right-of-way, these program efforts will enhance the City's appearance and image.

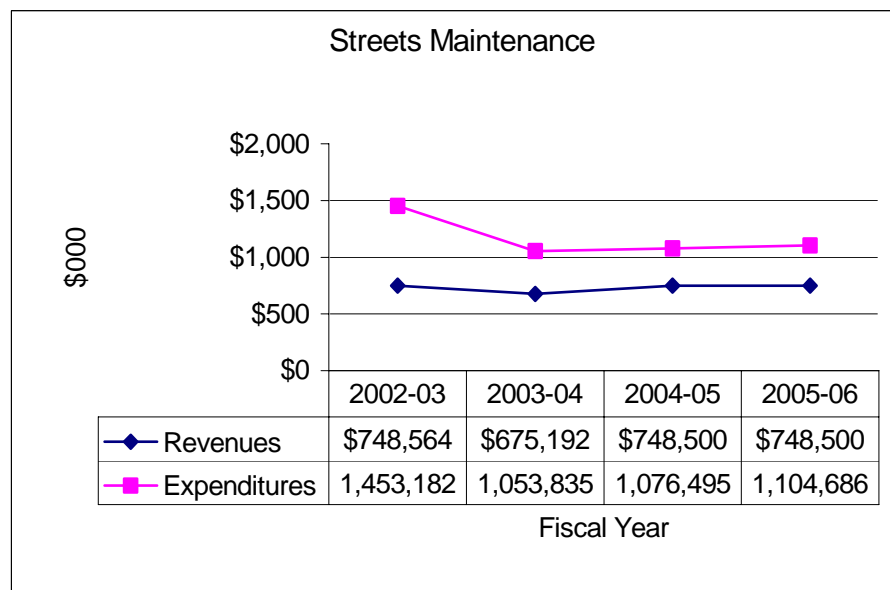
Attain Excellence in Customer Service Delivery

Public Works – Streets Maintenance Division

The Streets Maintenance Division is also responsible for the maintenance of City surface infrastructure used by most City residents and motorists, in the areas of street patching, traffic signing and striping, street lights, traffic signals, and storm drainage preventative maintenance. By delivering a high level of customer service in these areas, the Division will improve responsiveness to situations that affect the safety and well being of San Bruno residents and the value of their personal and real property.

PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2005-06 will require an expenditure budget of \$1,150,749 and personnel resources of 5.60 full time employees. In addition, the Division will recover the majority of its expenditures through Gas Tax revenues.



REVENUES

Revenues consist of General Fund and Gas Tax. Gas Tax revenues are utilized as available and require an annual maintenance of effort report to the State. There are no direct user fee revenues. Recovery from insurance is pursued for streetlight and traffic signal knockdowns.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 45% for personnel costs and 55% for operations and professional services. Non-personnel expenditures in this budget include purchase of supplies and materials required for street maintenance, purchase of energy and contract maintenance services for streetlights and traffic signals, and general office and administrative supplies and services. No professional services or tools and equipment are requested for fiscal year 2005-06.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Public Works Director	0.15	0.15	0.15	0.15	0.15
Deputy Director - Utilities & Ops.	0.15	0.15	0.20	0.20	0.20
Maintenance Service Manager	0.75	0.75	0.25	0.25	0.25
Field Supervisor	1.00	1.00	1.00	1.00	0.75
Engineering Technician	0.33	0.33	0.33	0.33	0.00
Maintenance Worker I/II	9.00	9.00	4.00	4.00	4.00
Secretary	0.25	0.15	0.25	0.25	0.25
	11.63	11.53	6.18	6.18	5.60

The Division's personnel resources have remained at the same level as the previous budget year. This is a diminished level from prior years due to the 2003-04 elimination of two Maintenance Worker positions, and the reallocation of 2.5 FTE's into the Stormwater Enterprise Fund to more accurately account for staff time dedicated to street sweeping and management oversight of drainage preventative maintenance programs.

2004-05 ACCOMPLISHMENTS

- ✓ Prepared sandbags and other storm-related activities to minimize wet weather impacts.
- ✓ Maintained storm drainage system through a wetter-than-normal winter rainy season with no reports of property flooding.
- ✓ Maintained rapid responses to sidewalk tripping hazards and pothole repairs to minimize City liability.
- ✓ Developed Citywide inventory of existing sidewalk conditions and hazard criteria.
- ✓ Continued to perform miscellaneous tasks that are not part of any other department's function (e.g. special events setups, furniture and storage box moving, clean up of trash and weeds at miscellaneous City properties).

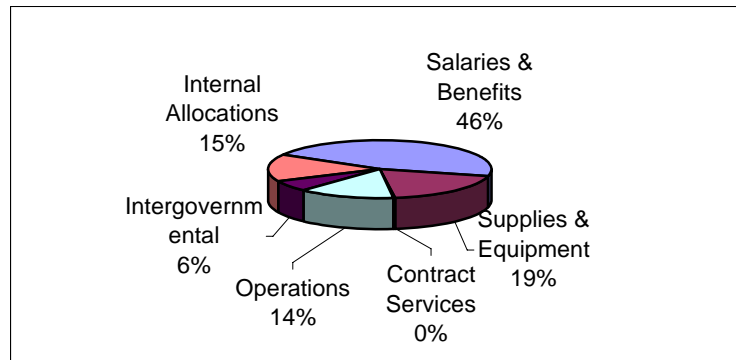
2005-06 GOALS & OBJECTIVES

- Develop comprehensive sidewalk repair policy and program, and funding options so that the City Council may determine and assign resources to the most critical repair needs.

Public Works – Streets Maintenance Division

- ❑ Undertake a monthly power washing and cleaning of the sidewalks and planters in the downtown area.
- ❑ Advocate for multi-year permitting by County and State for dredging and cleaning of flood control channels to ensure timely future response to wet weather conditions in San Bruno.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$ 517,228	\$ 462,821	\$ 502,233
Supplies & Equipment	153,950	141,100	209,000
Contract Services	6,000	3,200	4,000
Operations	231,500	232,520	152,620
Intergovernmental	68,250	68,238	68,238
Internal Allocations	181,101	181,101	168,595
	<u>\$ 1,158,029</u>	<u>\$ 1,088,980</u>	<u>\$ 1,104,686</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$361,841
111 - Part Time Temporary.....	15,180
Temporary employee during winter months and backfill of extended staff absences due to injury, illness or vacation	
120 - Overtime	2,500
141 - Special Circumstances Pay	1,000
167 - Management Leave Buy Out.....	3,946
200 - Employee Benefits.....	<u>117,766</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$502,233

Public Works – Streets Maintenance Division
001.63110

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$1,000
302 - Copier Charges	200
311 - Gas/Oil.....	23,800
313 - Uniforms & Safety Equipment	5,900
331 - Building, Yard & Shop Supplies..... Small tools and yard supplies	5,000
334 - Street/R.O.W Maintenance	7,500
Caution tape, marking paint, cones, shovels, delineators	
335 - Asphaltic Materials	42,500
336 - Street Lighting Supplies..... For repair/replacement of damage or knock downs to 1,931 streetlights	53,000
337 - Street Signs and Paint..... Signs - \$15,000 Street paints - \$25,500	40,500
339 - Traffic Signal Expense..... For contract maintenance and repairs to 16 City-owned traffic signals	29,000
351 - Office Equipment & Furnishing.....	<u>600</u>
Subtotal	\$209,000

CONTRACT SERVICES

409 - Other Services – Miscellaneous	\$4,000
Hazardous waste disposal, cleaning uniforms, security services	

OPERATIONS

411 - Communications	\$4,000
412 - Postage	100
461 - Utilities	4,500
462 - Electric-Special Use	125,000
Energy for 1,931 streetlights and 35 traffic signals (19 owned by the State and 16 City-owned)	

471 - Office Equipment Maintenance	500
476 - Contract Repair	12,500
Contingency for contracted work for replacement of concrete sidewalks	
490 - Rentals & Leases	1,000
501 - Dues & Memberships	500
American Public Works Association (APWA) - \$200	
American Society of Civil Engineers (ASCE) - \$75	
Underground Service Alert - \$125	
Maintenance Superintendents Association - \$100	
502 - Meetings & Conferences	750
Maintenance Superintendents Association, STOPPP Municipal Activities Committee, APWA	
503 - Publications & Subscriptions	1,000
Workplace safety message board subscription service	
505 - Staff Training	1,500
Forklift training - \$200	
Traffic control training - \$1,000	
Hazardous materials handling training - \$300	
542 - Management Professional Development.....	750
542 - Radio Maintenance.....	<u>520</u>
Subtotal	\$152,620

INTERGOVERNMENTAL

560 - Intergovernmental-Other	\$68,238
General Fund portion of City's annual dues (\$81,118) to the City/County Association of Governments	
Remaining paid by:	
Engineering - \$12,236	
Solid Waste - \$644	

INTERNAL ALLOCATIONS & TRANSFERS

576 - Buildings & Facilities Maintenance Allocation	\$7,767
577 - Technology Support Allocation.....	5,986
578 - Central Garage Allocation	37,961

Public Works – Streets Maintenance Division
001.63110

579 - Equipment Replacement Transfer	46,320
596 - Energy Debt Allocation	<u>70,561</u>
Subtotal	\$168,595
 DIVISION TOTAL.....	 <u>\$1,104,686</u>

PUBLIC WORKS – WATER SUPPLY DIVISION

PROGRAMS

The Water Division of the Public Works Department is comprised of the Water Supply and Distribution systems, which, combined with the Utility Billing/Collection Division of the Finance Department, make up the Water Enterprise Fund activities.

The San Bruno water supply system consists of five production wells (currently capable of producing a total of 3.1 million gallons per day), 13 pressure zones, eight storage tanks located at six sites, and five connections to major transmission pipelines (four owned and operated by the San Francisco Public Utility Commission and one by the North Coast County Water District).

- **TREATMENT AND WATER QUALITY MONITORING**
Water Supply provides inspection, testing, treatment and reporting of water quality parameters to ensure compliance with EPA and California Department of Health Services standards for drinking water.
- **STORAGE**
Water Supply checks water levels and maintains exteriors and interiors of 8 tank structures on a continuing basis.
- **PLANNING**
Water Supply provides evaluation of ongoing water production, purchases and usage, and planning for future system demands.
- **CONSERVATION**
Water Supply administers a voluntary water conservation program with emphasis on public awareness and maintains the washing machine rebate program.

PRIORITY FOCUS

Attain Excellence in Customer Service Delivery

The Water Division places an emphasis on customer service through providing a clean, safe supply of potable water to water system customers that meets or exceeds all established drinking water standards, and responding promptly to any water quality concerns.

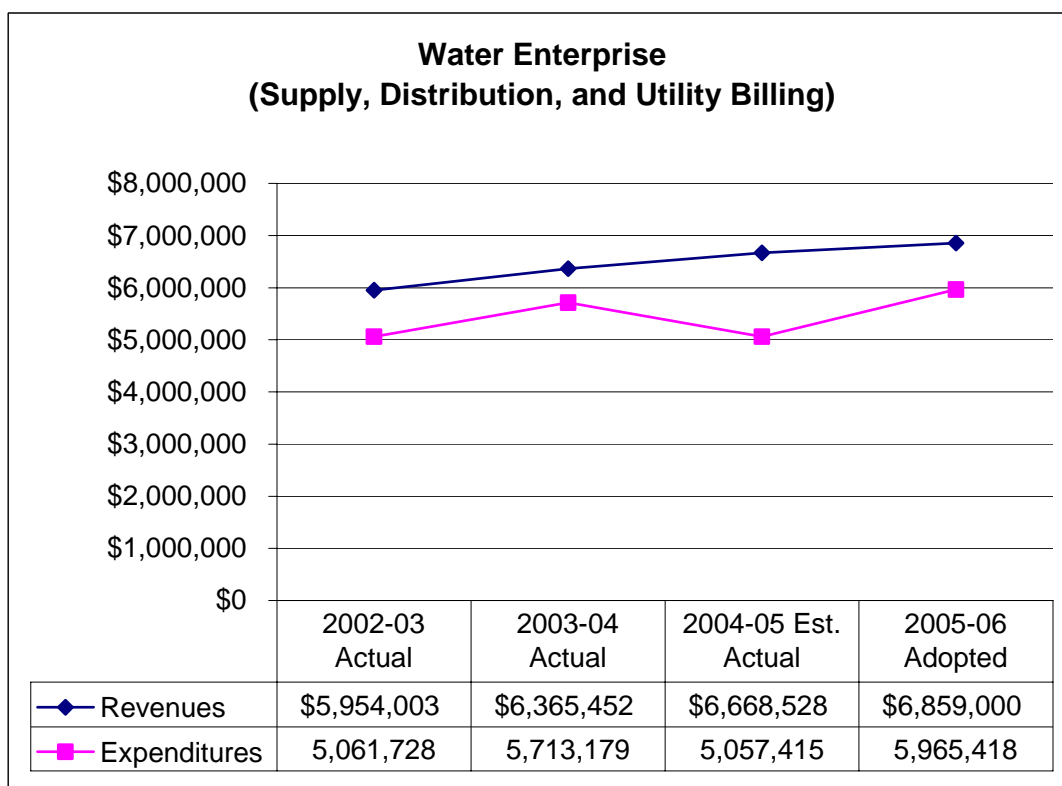
Develop a Strong Economic Base to Promote City Economic Vitality

The adequacy of the City's water supply is vital for the commercial redevelopment of parcels in the community. The Water Master Plan adopted in 2000 and the 2000 Urban Water Management Plan have guided past priorities for system supply improvements, and will be reviewed to ensure that this Priority Focus Goal is integral in setting priorities for recommended capital improvements in 2005-06.

Public Works – Water Supply Division

PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2005-06 will require an expenditure budget of \$3,113,912, and personnel resources of 5.35 full time employees.



REVENUES

The Water Division is funded entirely by Water Enterprise Fund revenue derived from the utility rates charged to residents and businesses based on their meter charges and water consumption.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 20% for personnel costs and 80% for operations and professional services. The cost of water purchases from the San Francisco PUC will decrease for 2005-06 due to a rebate to the suburban wholesale purchasers as a result of past overcharges. The wholesale cost per unit will be reduced from \$1.13 per unit (100 cubic feet) to \$1.02 per unit.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Public Works Director	0.00	0.00	0.10	0.15	0.15
Deputy Director - Utilities & Ops.	0.00	0.00	0.15	0.15	0.15
Maintenance Services Manager	0.00	0.00	0.50	0.50	0.50
Associate Civil Engineer	0.00	0.00	0.50	0.50	0.50
Field Supervisor	0.00	0.00	0.30	0.30	0.30
Management Analyst II	0.00	0.00	0.25	0.25	0.25
Pump Mechanic I/II	0.00	0.00	1.00	1.00	1.00
Maintenance Worker I/II	0.00	0.00	2.00	2.00	2.00
Secretary	0.00	0.00	0.50	0.50	0.50
	0.00	0.00	5.30	5.35	5.35

One new personnel is being proposed for fiscal year 2005-06, a Water Resources Manager. The position duties will be to plan, develop, organize, and implement strategies, policies and programs to enhance and protect local and imported water resource opportunities, water conservation, water reuse, and project implementation.

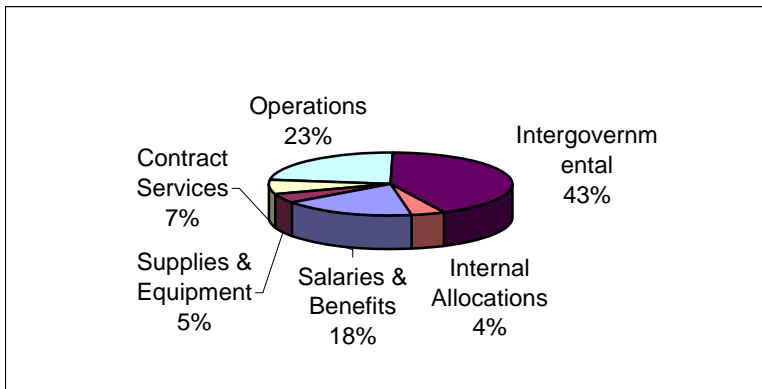
2004-05 ACCOMPLISHMENTS

- ✓ Completion of Well 20 wellhead facilities and putting into production
- ✓ Completion of Westside Basin Conjunctive Use Study with SFPUC.

2005-06 GOALS & OBJECTIVES

- ❑ Develop objective criteria that can be used to prioritize future water supply projects that will facilitate economic redevelopment of downtown properties.
- ❑ Update the water rate study and adopt new rate ordinance for period from 2005-06 through 2007-08.
- ❑ Evaluation of potential for Conjunctive Use of the Westside Basin Aquifer.
- ❑ Implement Department of Water Resources grant funded monitoring well project.
- ❑ Adopt 2005 Urban Water Management Plan.
- ❑ Monitor progress of SFPUC Capital Improvement Program and programmatic EIR through BAWSCA

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$500,155	\$373,001	\$555,428
Supplies & Equipment	22,130	29,400	143,880
Contract Services	147,600	216,000	233,500
Operations	396,685	496,711	716,240
Intergovernmental	2,055,000	1,319,696	1,330,000
Internal Allocations	134,864	134,864	134,864
	<u>\$3,256,434</u>	<u>\$2,569,672</u>	<u>\$3,113,912</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$378,809
111 - Part-time Temporary	6,365
480 hours of intern for temporary work on water resources issues	
120 - Overtime	44,607
141 - Special Circumstances Pay	1,041
167 - Management Leave Buy-out	5,322
200 - Employee Benefits.....	<u>119,284</u>
PERS Retirement, Medicare/FICA, Deferred Compensation, and Insurances	
Subtotal	\$555,428

SUPPLIES & EQUIPMENT

313 -	Uniforms/Safety Equipment.....	\$9,400
314 -	Field Supplies	\$37,000
	Chemicals - \$35,000	
	Ammonia sensors - \$2,000	
326 -	Lab Testing Supplies	\$34,000
	Chlorine analyzers & misc. supplies - \$20,384	
	Groundwater sampling kits - \$13,616	
331 -	Building, Yard & Shop Supplies.....	6,100
361 -	Inventory-Parts & Materials	<u>57,380</u>
	Chemical pumps, valves, pipes, fittings	
	Subtotal	\$143,880

CONTRACT SERVICES

402 -	Legal Services	\$98,000
409 -	Other Services – Miscellaneous	<u>135,500</u>
	Lab fees - \$87,100	
	Bay Area Water Supply and Conservation Agency (BAWSCA) assessment - \$27,400	
	Supervisory Control and Data Acquisition (SCADA) License and maintenance - \$16,000	
	Consumer Confidence Reports preparation and production - \$5,000	
	Subtotal	\$233,500

OPERATIONS

411 -	Communications.....	\$800
412 -	Postage	2,000
461 -	Utilities	465,000
	Energy costs for 5 wells, 7 pump stations, portion of Corporation Yard	
471 -	Office Equipment Maintenance	300
473 -	Building Maintenance Contracts.....	7,750
	Standby power generator maintenance	
476 -	Contract Repair	53,000
	Repair of pumps, motor controls, and filtration facilities	
490 -	Rentals & Leases	156,000
	Rental charge for use of General Fund land - \$155,000	
	Misc. equipment rental - \$1,000	

Public Works – Water Supply Division
611.66110

501 - Dues & Memberships	2,100
Peninsula Water Works Association, American Water Works Association (AWWA), Backflow Prevention	
502 - Meetings & Conferences	2,400
AWWA Seminars, APWA Seminars, Public Works Officers Institute	
503 - Publications & Subscriptions	250
Technical manuals, water supply magazines	
505 - Staff Training	3,290
Contact hours for state certification renewals, disinfection classes, hazardous materials handling	
508 - Professional Development.....	1,000
518 - Community Programs	22,250
Provides rebates for high efficiency clothes washer purchases, industrial and commercial water use audits, pre-rinse spray valve program	
542 - Radio Maintenance.....	<u>100</u>
Subtotal	\$716,240
 INTERGOVERNMENTAL	
561 - Water Purchases	1,330,000
San Francisco Water Utilities Commission (SFPUC) purchases at \$1.02/unit and meter charges; North Coast County Water District (NCCWD) at \$4.65/unit and meter charges	
 INTERNAL ALLOCATIONS & TRANSFERS	
572 - Public Works Administration Allocation	\$134,864
 DIVISION TOTAL.....	 <u>\$3,113,912</u>

PUBLIC WORKS – WATER DISTRIBUTION DIVISION

PROGRAMS

The Water Division of the Public Works Department is comprised of the Water Supply and Distribution systems, which, combined with the Utility Billing/Collection Division of the Finance Department, make up the Water Enterprise Fund activities.

The San Bruno water distribution system includes 18 booster pumps, 985 fire hydrants, 9,000 valves, 100 miles of water mains, and over 12,000 metered services. The primary services provided include:

- **OPERATIONS & MAINTENANCE**
Water Distribution provides routine preventative maintenance on mains, pump stations, and equipment failures. Routine activities include leak repairs, and upgrades and repairs to lines throughout the system.
- **REPLACEMENT & IMPROVEMENT**
Water Distribution supplies minor capital project management and contract administration for needed repairs.
- **TREATMENT**
Water Distribution ensures compliance with mandates and reporting requirements of regulatory agencies including adherence with National Pollution Discharge Elimination System (NPDES) requirements.
- **UTILITY SYSTEM MAPPING AND INVENTORY**
Water Distribution provides upkeep of system-wide mapping and inventory maintenance.
- **SCADA SYSTEM PEAK LOAD REDUCTION**
Water Distribution provides operation of booster pump stations during off-peak hours, avoiding more costly peak period energy consumption.

PRIORITY FOCUS

Develop a Strong Economic Base to Promote City Economic Vitality

The adequacy and reliability of the City's water distribution system is vital for the commercial redevelopment of parcels in the community and for fire protection. The Water Master Plan adopted in 2000 has guided past priorities for system infrastructure improvements, and will be reviewed to ensure that this Priority Focus Goal is integral in setting priorities for recommended capital improvements in 2005-06.

PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2005-06 will require an expenditure budget of \$1,883,726 and personnel resources of 9.55 full time employees.

Public Works – Water Distribution Division

REVENUES

The Water Division is funded entirely by Water Enterprise Fund revenue derived from the utility rates charged to residents and businesses based on their meter charges and water consumption.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 45% for personnel costs and 55% for operations and professional services. Non-personnel expenditures under this budget are paid primarily to cover the cost of supplies and materials necessary to maintain and repair the water distribution system. The 2005-06 expenditure budget includes only one purchase of equipment in the amount of \$9,500 for a pipe threader, and continues the hydrant replacement program in the amount of \$25,000.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Public Works Director	0.20	0.20	0.10	0.15	0.15
Deputy Director - Utility & Ops.	0.30	0.30	0.15	0.20	0.20
Maintenance Services Manager	1.00	1.00	0.50	0.50	0.50
Field Supervisor	1.00	1.00	0.70	0.70	0.70
Assistant Engineer	0.50	0.50	0.00	0.00	0.00
Engineering Technician	0.33	0.33	0.34	0.34	0.50
Water Quality Technician	0.00	0.00	1.00	1.00	1.00
Maintenance Worker I/II	8.00	8.00	5.00	5.00	6.00
Pump Mechanic I/II	1.00	1.00	0.00	0.00	0.00
Secretary	1.00	1.00	0.50	0.50	0.50
	13.33	13.33	8.29	8.39	9.55

The personnel increase from 5 to 6 Maintenance Workers represents a transfer of the meter reader responsibilities from Utility Billing, and a corresponding decrease on 1.0 FTE in that budget. Other incremental increases represent a reallocation of existing personnel to more accurately account for staff time involved in the administration of the Water Enterprise Fund's work program. No new personnel are proposed for fiscal year 2005-06.

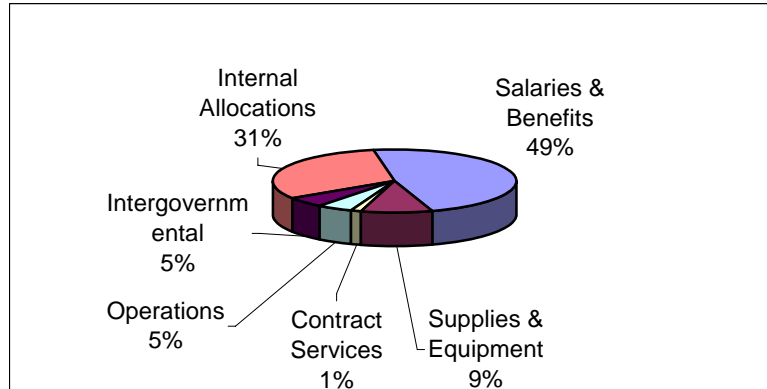
2004-05 ACCOMPLISHMENTS

- ✓ Implemented new lead service line detection and replacement program.
- ✓ Assumed responsibility for meter reading from Utility Billing.
- ✓ Installed new 10-inch master meter for Skyline College water service.

2005-06 GOALS & OBJECTIVES

- Develop objective criteria that can be used to prioritize future pipeline replacement projects that will facilitate economic redevelopment of downtown properties.
- Continue to upgrade new master system maps as discrepancies are found.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$712,776	\$581,159	\$952,217
Supplies & Equipment	196,690	175,221	187,810
Contract Services	33,450	26,300	25,300
Operations	75,740	100,248	97,945
Intergovernmental	103,999	103,499	103,499
Internal Allocations	621,726	623,734	624,916
	<u>\$1,744,381</u>	<u>\$1,610,161</u>	<u>\$1,991,687</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$658,834
111 - Part Time Temporary.....	\$18,000
Backfill of extended staff absences due to injury, illness or vacation	
120 - Overtime	51,083
141 - Special Circumstances Pay	787
167 - Management Leave Buy-out	4,435
200 - Employee Benefits.....	<u>219,078</u>
PERS Retirement, Medicare/FICA, Deferred Compensation, and Insurances	
Subtotal	\$952,217

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$2,600
302 - Copier Charges	620
311 - Gas/Oil.....	13,400
313 - Uniforms & Safety Equipment	11,250
314 - Field Supplies	24,380
Regulators, pump and motor parts	
331 - Building, Yard & Shop Supplies.....	8,480
335 - Asphaltic Materials	17,000
350 - Small Tools & Equipment	9,500
Pipe Threader - \$9,500	
351 - Office Equipment & Furnishing.....	2,080
361 - Inventory-Parts & Materials	<u>98,500</u>
Hydrant replacement program - \$25,000	
Meter boxes, pipe, fittings, valves - \$73,500	
Subtotal	\$187,810

CONTRACT SERVICES

409 - Other Services – Miscellaneous	25,300
Cross-connection testing - \$10,000	
Uniform cleaning, pump control technical support services, security alarms - \$10,000	
Supervisory Control and Data Acquisition (SCADA) technical support services - \$5,300	

OPERATIONS

411 - Communications.....	\$7,695
412 - Postage	100
471 - Office Equipment Maintenance	2,350
476 - Contract Repair	70,000
Major pipeline repair, concrete repair	
490 - Rentals & Leases	1,500

Public Works – Water Distribution Division
611.66120

501 - Dues & Memberships	3,250
Peninsula Water Works Association, American Water Works Association (AWWA), Backflow Prevention	
502 - Meetings & Conferences	3,500
AWWA conference, California-Nevada section meetings, Public Works Officers Institute	
503 - Publications & Subscriptions	1,200
Distribution manuals, technical publications	
505 - Staff Training	5,000
Safety classes, disinfection training, contact hours for state certification renewals	
508 - Professional Development.....	850
509 - Tuition Reimbursement	2,000
542 - Radio Maintenance.....	<u>500</u>
Subtotal	\$97,945

INTERGOVERNMENTAL

563 - Franchise In-Lieu Fee.....	103,499
In accordance with Ordinance No. 1693	

INTERNAL ALLOCATIONS & TRANSFERS

571 - Self-Insurance Allocation.....	\$348,065
572 - Public Works Administration Allocation	134,864
576 - Buildings & Facilities Maintenance Allocation	7,767
577 - Technology Support Allocation.....	18,896
578 - Central Garage Allocation	45,139
579 - Equipment Replacement Transfer.....	69,603
596 - Energy Debt Allocation	<u>\$582</u>
Subtotal	\$624,916

DIVISION TOTAL.....\$1,991,687

PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS

ENHANCEMENT	TOTAL COST	NEW REVENUE	NET IMPACT ON GENERAL FUND
Water Resources Manager The Water Resources Manager will coordinate with SFPUC, BAWSCA, and other outside agencies on the City's programs for conjunctive use, recycling of water and re-use of water. The position will be in charge of the groundwater monitoring program and will oversee the formulation of the City's Water Resources Plan, Urban Water Management Plan, and Water System Capital Improvement Program. The position will have project management responsibilities for water projects such as the monitoring well program and well rehabilitation projects, and will be the point of contact person for the City's water conservation program and the renegotiations of the supply assurance contract with the SFPUC that is set to expire in 2009.	\$119,100	\$119,100	\$0
Total	\$119,100	\$119,100	\$0

Public Works – Water Distribution Division
611.66120

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PUBLIC WORKS – WASTEWATER DIVISION

The City of San Bruno Public Works – Wastewater Division is committed to serving the community by providing rapid, professional, and cost-effective maintenance of the wastewater collection system through courteous, productive and beneficial interactions with our clients.

PROGRAMS

The Wastewater Division of the Public Works Department is responsible for the wastewater collection system throughout the City including all sewer mains, manholes, the right-of-way portion of house laterals, seven lift stations and two San Mateo County Flood Control District pump stations.

Wastewater treatment is handled under a Joint Powers Agreement with the City of South San Francisco (SSF). Approximately 3.4 million gallons of effluent per day are pumped from San Bruno through the Shaw Road Pump Station to be treated at the jointly owned SSF-SB Water Quality Control Facility. The treatment facility, which is located on Belle Air Road just north of San Francisco International Airport in the City of South San Francisco, is operated and maintained by the City of South San Francisco, which also administers the State-mandated Water Quality Control and Industrial Waste Discharge Program. Treated wastewater is discharged 2 miles out into San Francisco Bay via a joint outfall pipeline shared by the cities of San Bruno, South San Francisco, Millbrae, Burlingame, Colma and the San Francisco Airport.

The primary services provided include:

- **OPERATIONS & MAINTENANCE**

Wastewater completes routine preventative maintenance on mains, laterals, and pump stations, and emergency response to blockages, wet weather overflows, and equipment failures. Wastewater completes routine activities including line flushing, video inspection, vector baiting, and upgrades and repairs to lines throughout the system.

- **REPLACEMENT & IMPROVEMENT**

Wastewater provides minor capital project management and contract administration for needed repairs.

- **TREATMENT**

Wastewater ensures compliance with mandates and reporting requirements of regulatory agencies including adherence with National Pollution Discharge Elimination System (NPDES) requirements.

- **UTILITY SYSTEM MAPPING AND INVENTORY**

Wastewater provides upkeep of system-wide mapping and inventory maintenance.

PRIORITY FOCUS

Attain Excellence in Customer Service Delivery

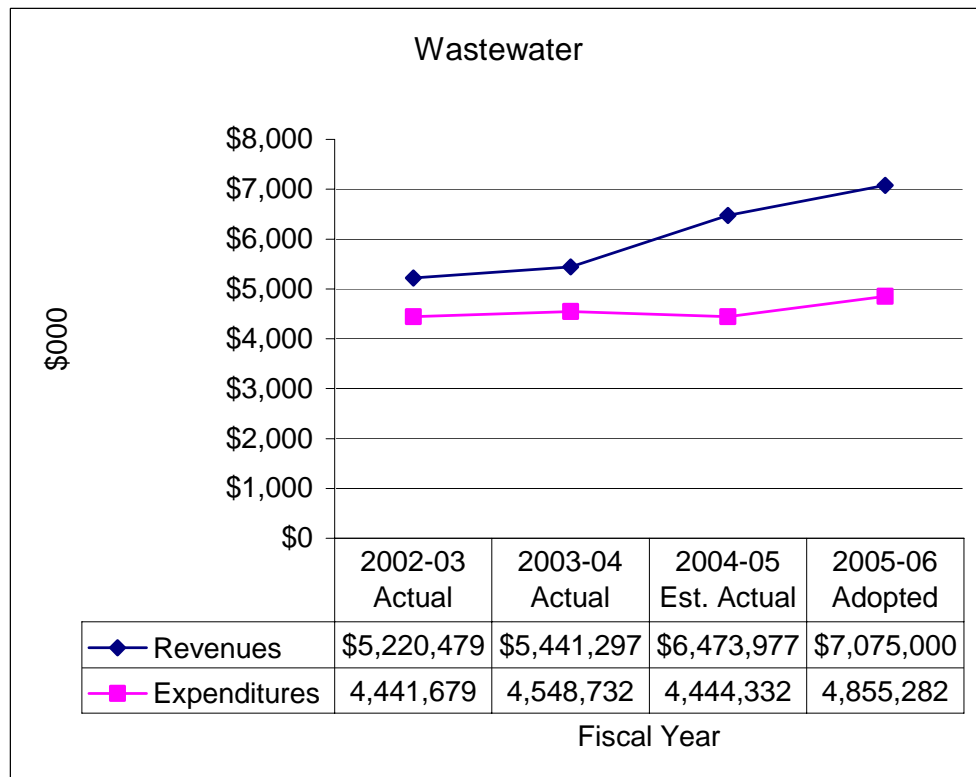
The Wastewater Division places an emphasis on customer service through timely and regular maintenance of the sewer collection system and utilization of preventative maintenance practices. The Division makes regular use of the Vactor and flusher trucks. The Vactor truck removes debris and grease from sewer mains and pump station wet wells. The flusher truck handles all emergency sewer calls (mains and laterals) and utilizes a checklist of known trouble locations that require weekly preventative maintenance (41 sewer main locations).

Develop a Strong Economic Base to Promote City Economic Vitality

The adequacy of the sewer collection system and system capacity are vital infrastructure ingredients necessary for the commercial redevelopment of parcels in the community. The Wastewater Master Plan adopted in 2000 has guided past priorities for system improvements, and will be reviewed to ensure that this Priority Focus Goal is integral in setting priorities for recommended capital improvements in 2005-06.

PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2005-06 will require an expenditure budget of \$4,855,282 and personnel resources of 14.60 full time employees.



REVENUES

The Wastewater Division is funded entirely by Wastewater Enterprise Fund revenue derived from the utility rates charged to residents and businesses based on their water consumption.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 30% for personnel costs and 70% for operations and professional services. Just over half of the expenditure under this budget is allocated to cover the cost of San Bruno's share of operating and maintaining the SSF-SB Water Quality Control Facility. Other non-personnel expenditures under this budget are paid primarily to cover the cost of supplies and materials necessary to maintain and repair the wastewater collection system. Only minor professional services for specialized support in the way of video inspections, lab testing and SCADA are requested for fiscal year 2005-06.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Public Works Director	0.20	0.20	0.20	0.25	0.25
Deputy Director - Utilities & Ops.	0.30	0.30	0.30	0.35	0.35
Maintenance Services Manager	0.25	0.25	0.50	0.50	0.50
Field Supervisor	1.00	1.00	1.00	1.00	1.00
Engineering Technician	0.33	0.33	0.33	0.33	0.50
Associate Civil Engineer	0.50	0.50	0.50	0.50	0.50
Pump Mechanic I/II	2.00	2.00	2.00	2.00	2.00
Maintenance Worker I/II	7.00	7.00	8.00	8.00	9.00
Secretary	0.50	0.50	0.50	0.50	0.50
	12.08	12.08	13.33	13.43	14.60

The Wastewater Division's personnel increase from 8 to 9 Maintenance Workers in 2003-04 was a reallocation of a position eliminated from the Street Maintenance budget. Other incremental increases represent a reallocation of existing personnel to more accurately account for staff time involved in the administration of the Wastewater Enterprise Fund's work program. No new personnel are proposed for fiscal year 2005-06.

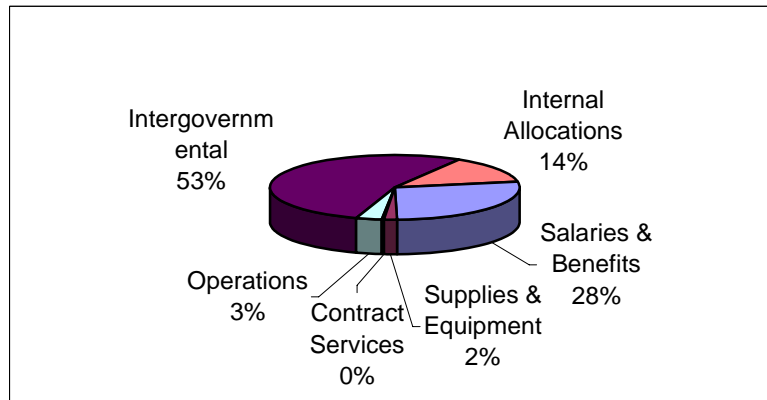
2004-05 ACCOMPLISHMENTS

- ✓ The City of South San Francisco is currently in the final stages of building a new pumping facility adjacent to the Shaw Road pump station, which will upgrade the pumps and enlarge the existing 27-inch force main to 42 inches. The pump station work is jointly funded by San Bruno and scheduled for completion in the spring of 2006.
- ✓ Work assignments in the Wastewater Division have been modified to allow for a regular shift through the weekends as a cost savings measure.
- ✓ The Pump Mechanics continue to generate revenue by providing maintenance to the County's Flood District stormwater pump stations under contract. All time spent in this effort is reimbursable as revenue to the City.

2005-06 GOALS & OBJECTIVES:

- ❑ Install Supervisory Control and Data Acquisition (SCADA) systems in the Division's seven sewer pump stations and the two County Flood Control pump stations. The system, which connects facilities to a central computer system, provides remote monitoring and operational capability, centralized and integrated motor controls, and more reliable emergency alarm notification, which is critical in complying with EPA regulations.
- ❑ Evaluate the potential elimination of the Crystal Springs pump station by the construction of a new sewer main in Crystal Springs Road.
- ❑ Develop objective criteria that can be used to prioritize future pipeline replacement projects that will facilitate economic redevelopment of downtown properties.
- ❑ Update the sewer rate study and adopt new rate ordinance for period from 2005-06 through 2007-08.
- ❑ Continue to upgrade new master system maps as discrepancies are found.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$1,168,841	\$1,039,238	\$1,339,727
Supplies & Equipment	81,490	79,990	77,890
Contract Services	10,850	13,027	18,700
Operations	183,615	131,937	157,860
Intergovernmental	2,688,738	2,530,638	2,604,348
Internal Allocations	647,867	649,502	656,757
	<u>\$4,781,401</u>	<u>\$4,444,332</u>	<u>\$4,855,282</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$899,866
111 - Part-Time Temporary	\$7,400
Backfill of extended staff absences due to injury, illness or vacation	
120 - Overtime	122,772
141 - Special Circumstances Pay	1,250
167 - Management Leave Buy-out	7,600
200 - Employee Benefits.....	<u>300,839</u>
PERS Retirement, Medicare/FICA, Deferred Compensation, and Insurances	
Subtotal	\$1,339,727

Public Works – Wastewater Division
631.66310

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$1,890
311 - Gas/Oil.....	13,200
313 - Uniforms & Safety Equipment	10,000
314 - Field Supplies	27,000
Pipe, couplings, rods, cutter blades, chemicals	
331 - Building, Yard & Shop Supplies.....	5,000
335 - Asphaltic Materials	19,800
351 - Office Equipment & Furnishing.....	<u>1,000</u>
Subtotal	\$77,890

CONTRACT SERVICES

401 - Professional Service	\$8,000
Video inspections, lab testing, SCADA technical support services	
409 - Other Services – Miscellaneous	<u>10,700</u>
SCADA license and maintenance - \$7,500; Uniform Cleaning, security alarms - \$3,200	
Subtotal	\$18,700

OPERATIONS

411 - Communications.....	\$6,115
412 - Postage	\$16,000
461 - Utilities	35,000
7 sewer lift stations, portion of Corporation Yard	
471 - Office Equipment Maintenance	300
476 - Contract Repair	36,500
Major pipeline repair, concrete replacement, maintenance of pump stations	
490 - Rentals & Leases	53,000
Rental charge for use of General Fund land - \$52,000	
Misc. equipment rental - \$1,000	
501 - Dues & Memberships	530
Maintenance Superintendents Association	

502 - Meetings & Conferences	1,050
Lead Worker Academy, American Public Works Association, Streets & Sewers conference	
503 - Publications & Subscriptions	840
Technical publications, employee safety bulletin board (shared with other budgets)	
505 - Staff Training	5,000
Class B drivers licensing, shoring, traffic control, forklift safety	
508 - Professional Development.....	1,425
509 - Tuition Reimbursement	1,500
542 - Radio Maintenance.....	<u>600</u>
Subtotal	\$157,860
INTERGOVERNMENTAL	
560 - Intergovernmental-Other	\$500
562 - Waste Treatment-SSF	\$2,504,000
563 - Franchise In-Lieu Fee.....	<u>99,848</u>
In accordance with Ordinance No. 1694	
Subtotal	\$2,604,348
INTERNAL ALLOCATIONS & TRANSFERS	
571 - Self-Insurance Allocation	\$178,535
572 - Public Works Administration Allocation	194,876
573 - General Administrative Allocation.....	123,515
576 - Buildings & Facilities Maintenance Allocation	7,767
577 - Technology Support Allocation	8,340
578 - Central Garage Allocation	44,297
579 - Equipment Replacement Transfer.....	98,845
596 - Energy Debt Allocation	<u>582</u>
Subtotal	\$656,757
DIVISION TOTAL.....	<u>\$4,855,282</u>

Public Works – Wastewater Debt Service Division
631.66360

**PUBLIC WORKS –
WASTEWATER DEBT SERVICE**

401 - Professional Service	\$10,000
560 - Intergovernmental-Other	\$813,100
Payments to City of South San Francisco for joint debt on treatment plant	
2005-06 State loan #1 – \$227,100	
2005-06 State loan #2 –\$586,000	
(One time payment for the Joint Waste Treatment Plant Expansion - \$986,000)	
591 - Principal Payment on Long-term Debt.....	185,000
592 - Interest Payment on Long-term Debt	<u>439,600</u>
DIVISION TOTAL.....	<u>\$1,447,700</u>

PUBLIC WORKS – STORMWATER DIVISION

The City of San Bruno Public Works – Stormwater Division is committed to providing rapid, professional, and cost-effective street sweeping and stormwater collection system maintenance services to the community. Our interaction will always be courteous, productive and beneficial to our clients.

PROGRAMS

The City's Stormwater maintenance functions are performed by the Streets, Storm and Wastewater Division. The Division performs drainage channel and ditch maintenance, wet-weather slope protection on public lands, and maintains two San Mateo County Flood Control District pump stations under a contract reimbursement basis. In the past, the Stormwater Fund has been a "pass-through" fund that collected revenues and allocated them to other operating budgets and the Stormwater Capital Fund. This year, the Stormwater Fund is being converted to a distinct full operating fund to better capture the full expense of stormwater maintenance in the City. The services provided include:

- **STREET SWEEPING**
Stormwater provides twice per month sweeping of all City streets and City parking lots, daily sweeping of the downtown area, and second sweeper for leaf pickup during the fall season.
- **SANDBAGS**
Stormwater provides for public safety and protection of property by control of stormwater and reduction of erosion, and directing runoff into the City drainage system.
- **VEGETATION REMOVAL**
Stormwater removes vegetation and debris from channels and hillside valley gutters.
- **VACTOR PROGRAM**
Stormwater cleans inlets, storm drains and drainage pipelines.

PRIORITY FOCUS

Enhance the City's Appearance and Image in a Manner Responsive to the Community's Needs and Interests

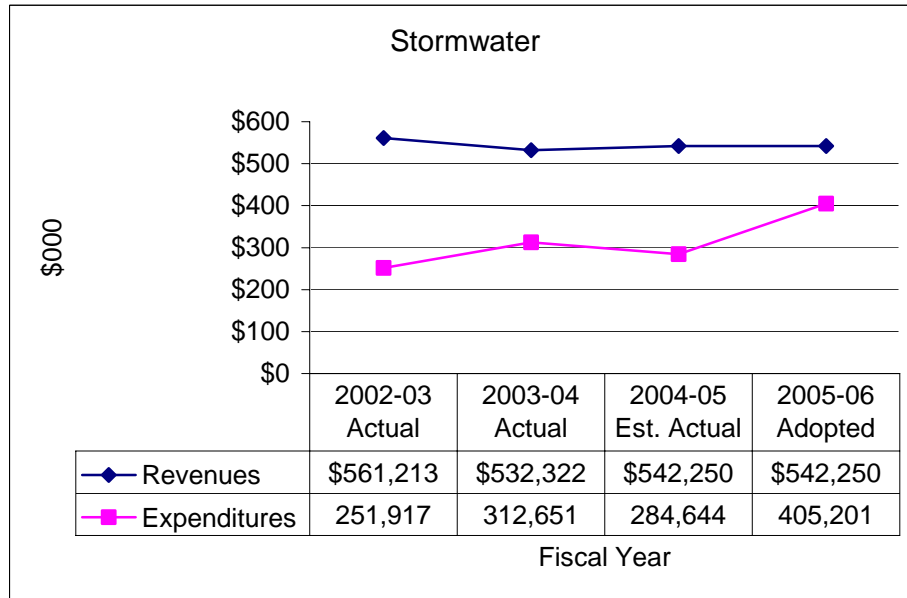
The Stormwater Fund provides resources for the twice per month sweeping of all City streets and City parking lots, the daily sweeping of downtown San Mateo Avenue, and a second sweeper for Fall leaf pickup. These program efforts enhance the City's appearance and image.

PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2005-06 will require an expenditure budget of \$411,276 and personnel resources 2.55 full time employees. As an enterprise fund, the Stormwater

Public Works – Stormwater Division

Fund is fully funded by a drainage parcel fee assessed against all properties as a function of the parcel type and potential for drainage runoff.



REVENUES

As an enterprise fund, the Stormwater Fund is completely dependent on revenues derived from a drainage fee applied against all parcels and collected with the property tax.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 55% for personnel costs and 45% for operations and professional services.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Deputy Director - Utility & Ops.	0.00	0.00	0.00	0.05	0.05
Maintenance Services Manager	0.00	0.00	0.00	0.25	0.25
Field Supervisor	0.00	0.00	0.00	0.00	0.25
Maintenance Worker II	0.00	0.00	2.00	2.00	2.00
	0.00	0.00	2.00	2.30	2.55

The Streets Field Supervisor time has been reallocated and shifted into this budget to provide more oversight of the drainage preventative maintenance program.

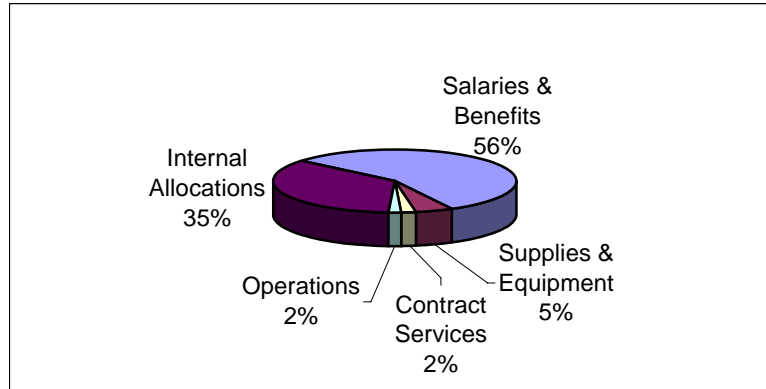
2004-05 ACCOMPLISHMENTS

- ✓ Prepared sandbags and undertook other storm-related preparedness activities to minimize wet weather impacts.
- ✓ Maintained storm drainage system through a wetter-than-normal winter rainy season with no reports of property flooding.

2005-06 GOALS & OBJECTIVES

- ❑ Schedule twice per month sweeping of all City streets and City parking lots, and daily sweeping of downtown San Mateo Avenue.
- ❑ Advocate for multi-year permitting by County and State for dredging and cleaning of flood control channels to ensure timely future response to wet weather conditions in San Bruno.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$177,322	\$119,910	\$227,094
Supplies & Equipment	19,220	10,950	21,070
Contract Services	6,600	4,723	6,800
Operations	12,075	6,970	7,200
Internal Allocations	142,206	142,091	143,037
	<u>\$357,423</u>	<u>\$284,644</u>	<u>\$405,201</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$159,125
111 - Part-Time Temporary	\$4,800
Temporary help for sandbagging during wet weather season	
120 - Overtime	\$9,315
167 - Management Leave Buy-Out.....	\$1,281
200 - Employee Benefits.....	<u>\$52,573</u>
PERS Retirement, Medicare/FICA, Deferred Compensation, and Insurances	
Subtotal	\$227,094

SUPPLIES & EQUIPMENT

311 - Gas/Oil.....	7,140
313 - Uniforms & Safety Equipment	2,300

314 -	Field Supplies	5,000
	Miscellaneous supplies for sweepers (for example, brushes)	
322 -	Storm & Flood Supplies	5,100
331 -	Building, Yard & Shop Supplies	<u>1,530</u>
	Subtotal	\$21,070

CONTRACT SERVICES

401 -	Professional Service	\$5,300
	Biologic monitoring services while maintaining environmentally sensitive drainage areas	
409 -	Other Services – Miscellaneous	<u>1,500</u>
	Cleaning services for uniforms	
	Subtotal	\$6,800

OPERATIONS

476 -	Contract Repair	4,600
	Annual removal of vegetation and valley gutter repairs	
490 -	Rentals & Leases	1,000
501 -	Dues & Memberships	125
	Maintenance Superintendents Association	
502 -	Meetings & Conferences	500
	Stormwater Pollution Prevention Program (STOPPP) committee meetings	
503 -	Publications & Subscriptions	100
	Storm/Waste Digest, employee safety bulletin board (shared with other budgets)	
505 -	Staff Training	600
	Certification for hazardous material packaging for transport (Title 22), Class B licensing	
508 -	Management Profession Development	<u>275</u>
	Subtotal	\$7,200

Public Works – Stormwater Division
621.66210

INTERNAL ALLOCATIONS & TRANSFERS

560 - Intergovernmental Other.....	\$7,406
571 - Self-Insurance Allocation.....	\$1,027
574 - Engineering Allocation.....	10,600
577 - Technology Support Allocation.....	1,105
578 - Central Garage Allocation	56,384
579 - Equipment Replacement Transfer.....	<u>66,515</u>
Subtotal	\$143,037
DIVISION TOTAL.....	<u>\$405,201</u>

PUBLIC WORKS – CENTRAL GARAGE DIVISION

The Central Garage serves the citizens of San Bruno by providing City employees with operable, well-maintained vehicles and equipment necessary for the conduct of municipal business.

PROGRAMS

The Central Garage Division is responsible for managing and maintaining the City's non-Fire vehicles and major equipment; monitoring life-cycle costs and providing recommendations for the vehicle replacement program; development of specifications for and purchase of replacement vehicles; and disposal of City vehicles for salvage value at the end of their serviceable life. The primary services provided include:

- **SCHEDULED PREVENTIVE MAINTENANCE**
Garage provides service and safety inspection (incl. steering, suspension, brakes, lighting, cooling, and custom equipment) each 3,000 miles for 14 police patrol vehicles and each 5,000 miles (or annually for low-mileage vehicles) for 114 other vehicles; additional safety inspections every 45 to 90 days for safety-sensitive equipment.
- **NON-SCHEDULED REPAIR**
Garage provides timely and cost effective repairs that are performed in-house or by contract; contract repairs typically include transmission repair, front-end alignment, and body work/painting, as well as warranty or other cost-saving work.
- **SMALL EQUIPMENT MAINTENANCE/REPAIR**
Garage provides regularly-scheduled and custom repair to a wide variety of tools and equipment.
- **ACQUISITION & DISPOSAL**
Garage supplies timely and efficient procurement, set up, and disposal of 2-3 police patrol vehicles and approximately 10 other vehicles annually.
- **SUPPORT SERVICES**
Garage provides general use vehicles for City employees who do not regularly use a City vehicle in the performance of their duties. Conducts commercial drivers license testing, and supplies ongoing training for commercial drivers for the City's departments.

PRIORITY FOCUS

Attain Excellence in Customer Service Delivery

The Central Garage is a customer service Division responsible for providing support to all non-fire City departments in the area of fleet maintenance, new acquisitions and disposal of surplus vehicles and equipment.

Public Works – Central Garage Division

Attaining excellence in customer service delivery is a key goal of the Division in 2005-06. By providing a well-maintained and serviceable vehicle fleet and equipment inventory, the Division will support line departments in their efforts to fulfill Priority Focus goals.

PROGRAM RESOURCES

Delivery of the division's core services during fiscal year 2005-06 will require an expenditure budget of \$546,675 and personnel resources of 3.35 full time employees.

REVENUES

As an Internal Service Fund, the department will recover all of its expenditures through allocations to operating fund departments.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 65% for personnel costs and 35% for operations and professional services. The largest category of non-personnel expenditures in this budget consists of repair parts and supplies and contract equipment repair, comprising approximately 30% of the total budget request.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Public Works Director	0.02	0.02	0.05	0.05	0.05
Deputy Director - Utilities & Ops.	0.05	0.05	0.05	0.05	0.05
Maintenance Service Manager	1.00	1.00	1.00	1.00	1.00
Mechanic II	2.00	2.00	2.00	2.00	2.00
Secretary	0.25	0.10	0.25	0.25	0.25
	3.32	3.17	3.35	3.35	3.35

Personnel allocated to the Central Garage budget remain unchanged from fiscal year 2004-05 levels. The Central Garage continues to be an extremely lean and efficient operation. The current personnel allocation is considered to be the minimum level at which it is possible to sustain an effective in-house fleet maintenance operation for a fleet of San Bruno's size.

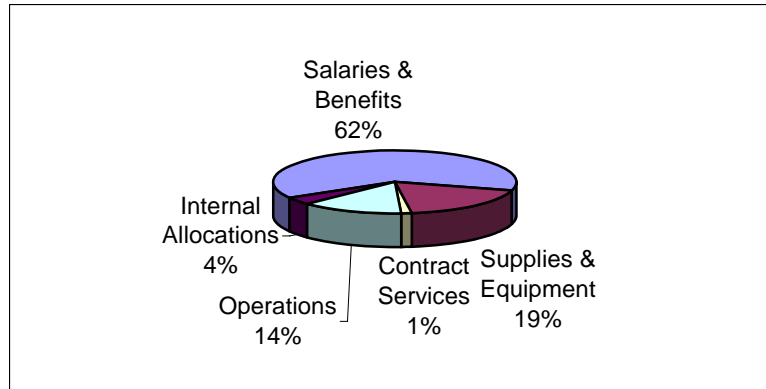
2004-05 ACCOMPLISHMENTS

- ✓ Passed annual California Highway Patrol fleet inspection for the thirteenth consecutive year.
- ✓ Maintained smog certificates and records with no failed smog tests.

2005-06 GOALS & OBJECTIVES

- ❑ Improve the utilization of current technology to expand the Department's vehicle replacement planning model to the entire City fleet to meet the vehicle replacement planning needs of user departments.
- ❑ Continue to meet the demands of user departments in professional and cost effective manner.
- ❑ Continue to develop accurate and meaningful database of fleet costs and other management information.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$321,757	\$320,031	\$342,198
Supplies & Equipment	95,600	93,853	101,220
Contract Services	3,700	6,561	6,700
Operations	73,000	71,542	75,125
Internal Allocations	19,852	19,413	20,688
	<u>\$513,909</u>	<u>\$511,400</u>	<u>\$545,931</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$241,195
111 - Part Time Temporary.....	\$22,680
Part time position funded at average of 24 hours/week; also includes backfilling of extended staff absences due to injury, illness or vacation	
122 - Overtime	500
141 - Special Circumstances Pay	1,280
167 - Management Leave Buy Out.....	2,915
200 - Employee Benefits.....	73,628
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$342,198

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$500
311 - Gas and Oil.....	2,500
313 - Uniforms & Safety Equipment	1,000
325 - Bulk Petroleum Products	4,300
Vehicle oil, lubricants	
331 - Building, Yard & Shop Supplies.....	3,520
Vehicle diagnostic scanner cartridge (2) - \$1,520	
Hand tools - \$2,000	
340 - Repair Parts.....	<u>89,400</u>
Repair parts and accessories - \$42,200	
Tires - \$27,040	
Batteries - \$4,368	
Misc. parts and supplies - \$15,832	
Subtotal	\$101,220

CONTRACT SERVICES

409 - Other Services – Miscellaneous	\$6,700
Commercial car wash - \$3,000	
Uniform service - \$2,000	
Waste disposal (oil, tires, etc) - \$1,000	
Welding supplies/Misc. - \$700	

OPERATIONS

411 - Communications.....	\$1,100
461 - Utilities	3,700
471 - Office Equipment Maintenance	1,760
Fleet Maintenance software agreement	
477 - Contract Equipment Repair	64,000
Transmissions, inspections for boom trucks, smog inspections, body repair	
501 - Dues & Memberships	240
American Public Works Association (APWA)	
502 - Meetings & Conferences	1,250
Fleet Maintenance Software User conference, Seattle WA	

Public Works – Central Garage Division
701.67010

503 - Publications & Subscriptions	2,000
APWA, American Society of Civil Engineers (ASCE), Shop-Key CD-ROM repair manuals	
505 - Staff Training	500
APWA - \$260	
California Fleet News Seminar - \$240	
508 - Professional Development.....	<u>575</u>
Subtotal	\$75,125

INTERNAL ALLOCATIONS & TRANSFERS

576 - Buildings & Facilities Maintenance Allocation	\$2,589
577 - Technology Support Allocation.....	5,948
579 - Equipment Replacement Transfer.....	11,957
596 - Energy Debt Allocation	<u>194</u>
Subtotal	\$20,688

DIVISION TOTAL..... **\$545,931**

PUBLIC WORKS – SOLID WASTE DIVISION

The Solid Waste Fund manages resources used to encourage and promote programs to meet State-mandated goals for diversion of solid waste from California landfills.

PROGRAMS

The Solid Waste Fund is responsible for compliance with state mandates to achieve and maintain a 50 percent waste diversion (recycling) goal. These activities, formerly funded through the General Fund, are now funded via a 1 percent AB939 fee assessed on garbage bills for the City's franchised solid waste hauler. The primary service is as follows:

- **STATE-MANDATED RECYCLING PROMOTION AND REPORTING**
Solid Waste submits annual report and biennial review to state in accordance with prescribed deadlines and distribute promotional materials to encourage waste diversion by residents.

PRIORITY FOCUS

Enhance the City's Appearance and Image in a Manner Responsive to the Community's Needs and Interests

The Solid Waste Fund is responsible for managing resources that allow the City to encourage diversion of solid waste from California landfills and to annually report our progress and successes in this endeavor to state regulators. Achieving success in this program will not only allow the City to meet State-mandated waste diversion goals, but improved recycling and the continuing sponsorship of annual clean up events and activities such as Operation Clean Sweep will result in a corresponding reduction of litter and debris in the community.

PROGRAM RESOURCES

Delivery of the department's core services during fiscal year 2005-06 will require an expenditure budget of \$53,673 and personnel resources of 0.30 full time employees. As a special revenue fund, the Solid Waste Fund is fully funded by the 1 percent AB939 fee assessed under the City's garbage franchise.

Public Works – Solid Waste Division

REVENUES

As a special revenue fund, the Solid Waste Fund is completely dependent on the one percent AB939 fee assessed under the City's garbage franchise

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 80% for personnel costs and 20% for operations and professional services. Professional services in this budget are for employment of a consulting firm to compile data for the annual report to the state. These expenses have been increasing modestly each year due to increasing complexity and analysis of the data.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Management Analyst I/II	0.00	0.10	0.10	0.25	0.25
Maintenance Worker I/II	0.00	0.00	0.05	0.05	0.05
	0.00	0.10	0.15	0.30	0.30

During the past two years, additional Management Analyst time has been shifted into this budget to provide more oversight of professional contracts and manage new community recycling promotions/outreach efforts. Also, 5 percent of a Maintenance Worker position in Parks has been budgeted in this fund to provide pickup of recyclables in City parks.

2004-05 ACCOMPLISHMENTS

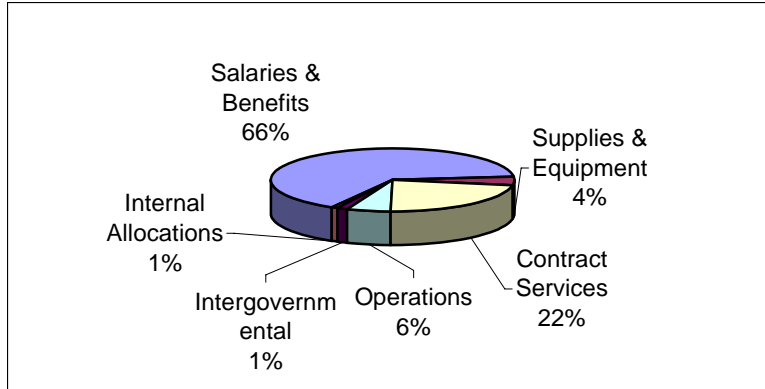
- ✓ Managed grant funds from State Department of Conservation, which provided funding for Operation Clean Sweep, and new signage, placed on City waste receptacles located in the downtown and in City parks, that promotes recycling and litter reduction.
- ✓ Organized City involvement in recycling promotions, including New Life for Old Soles and Clean Your Files Day.
- ✓ Improved display of environmental information at City Hall.
- ✓ Achieved a Good Faith Effort designation from the California Integrated Waste Management Board.

2005-06 GOALS & OBJECTIVES

- Improve multi-family and business recycling.

- ❑ Evaluate and improve effectiveness of Construction and Demolition recycling program.
- ❑ Mailing of recycling public education information to contractors and self-haulers.
- ❑ Expand use of City/County payment program funds into new programs to more effectively target waste diversion.
- ❑ Continue City participation in recycling events to reinforce importance of recycling.
- ❑ Provide additional materials to encourage recycling by residents.
- ❑ Participate actively in countywide recycling committee to garner new ideas that will assist us in meeting our AB939 goals.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$30,549	\$3,979	\$34,881
Supplies & Equipment	2,100	3,054	2,400
Contract Services	10,500	20,000	12,000
Operations	2,835	637	3,160
Intergovernmental	644	12,013	644
Internal Allocations	588	494	494
	<u>\$47,216</u>	<u>\$40,177</u>	<u>\$53,579</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$26,608
167 - Management Leave Buy-out	596
200 - Employee Benefits.....	<u>7,677</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$34,881

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$100
331 - Building, Yard & Shop Supplies.....	2,000
Recycled-content materials for maintenance divisions; signage promoting recycling	
351 - Office Equipment & Furnishing.....	<u>300</u>
Subtotal	\$2,400

CONTRACT SERVICES

401 - Professional Service\$12,000
State Mandated Waste Diversion (AB939) Filing - \$12,000

OPERATIONS

501 - Dues & Memberships 185
International City/County Management Association (ICMA) - \$165
Municipal Management Association of Northern California (MMANC) - \$20

502 - Meetings & Conferences 400
California Resource Recovery Association (CRRA), MMANC, CIWMB reviews

503 - Publications & Subscriptions 50
Recycling publications

505 - Staff Training 400
Community-based marketing training - \$150
Recycled Products showcase - \$50
CIWMB AB939 Reporting Workshop - \$200

508 - Professional Development..... 125

518 - Community Programs 2,000
Participation in regional events, purchase of giveaway items to promote waste reduction

Subtotal \$3,160

INTERGOVERNMENTAL

560 - Intergovernmental-Other \$644
Portion of City's annual dues to the City/County Association of Governments in support of
Countywide Solid Waste programs

INTERNAL ALLOCATION & TRANSFERS

577 - Technology Support \$494

DIVISION TOTAL..... \$53,579

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COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

BUILDING INSPECTION & CODE ENFORCEMENT DIVISION

REDEVELOPMENT OPERATIONS DIVISION

REDEVELOPMENT - LOW/MODERATE INCOME HOUSING DIVISION

REDEVELOPMENT - DEBT SERVICE

AIRCRAFT NOISE INSULATION PROGRAM

COMMUNITY DEVELOPMENT DEPARTMENT



COMMUNITY DEVELOPMENT - PLANNING DIVISION

The City of San Bruno Community Development Department will provide efficient and pro-active customer service, enhance the safety and quality of life for all citizens, and act as a catalyst for innovative economic development and public policy development

PROGRAMS

Community Development's Planning Division is responsible for land development review and application processing, including environmental review, plan check and inspection, long range planning of the City, General Plan preparation and the analysis and processing of all development applications. These Planning Division programs will be completed and prepared as time and resources provide outside of development review and planning application processing. The following programs summarize the most significant that the division will produce and/or commence within this fiscal year:

- **GENERAL PLAN COMPLETION**
Planning updates all elements of the General Plan in accordance with State Law. The last General Plan was completed in 1984. Therefore, this comprehensive update is required and helps guide San Bruno for years to come.
- **ZONING CODE UPDATE**
Planning updates the Zoning Code to be consistent with adopted General Plan.
- **DOWNTOWN PLANNING**
Planning develops a strategy to guide development along El Camino, San Bruno Avenue, and San Mateo Avenue. The plan will detail development criteria such as architectural design, landscaping, public improvements and Transit Oriented Development Concepts for land around the proposed Caltrain Station.

Other programs provided by the division include review and analysis of the following applications:

- General Plan Amendments
- Zoning Code Amendments
- Rezoning
- Commercial and Residential Use Permits
- Variances
- Subdivisions
- Second Dwelling Units
- Sign Permits
- Certificates of Occupancy
- Coordination with Code Enforcement

PRIORITY FOCUS

Develop a strong economic base to promote City economic vitality

- Develop strategic vision for major commercial districts within the City. Redefine geographic perception of Downtown boundary and promote more intense business and residential development in Downtown.
- Retain and enhance existing businesses through pro-business public/private partnerships and promote the City's support for quality development.
- Review ordinances and development policies that may impede the present and future economic development needs of the City.
- Use City revenue-generating capability as a key criterion in planning future community development and apply full City cost recovery to all private development efforts.

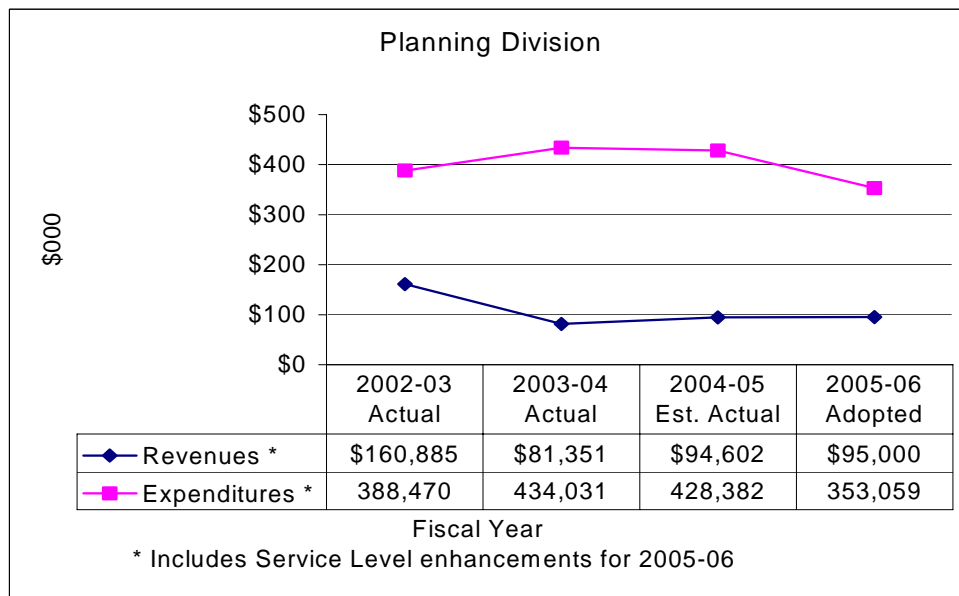
Attain excellence in customer service delivery

- Redesign front counter, as well as reconfigure Conference Room 101, in order to create improved dialogue with the public.
- Utilize handouts and informational pamphlets for communicating with the public and increase use of technology in serving City customers.
- Identify and develop specific opportunities to solicit and evaluate citizen and customer input and feedback.
- Additional staffing will allow a Planner to be available during all business hours in order to provide better service to the public.
- The division will stay open until 8:00pm at least one day a week in order to provide service to residents who are unable to come to City Hall during normal business hours.

Enhance the City's appearance and image in a manner responsive to the community's needs and interests

- Utilize code enforcement to improve appearance in neighborhood and business districts.
- Develop design standards for key City corridors.
- Develop City directed and cooperative campaign for enhanced neighborhood and business appearance.

PROGRAM RESOURCES



REVENUES

Revenue for this division is realized from planning application fees. Currently, these fees provide cost recovery at approximately 22% of total costs to process a planning application from initial intake to final approval and inspection prior to release of the Occupancy Permit. This 22% cost recovery is recommended to be improved to full cost recovery over the next several fiscal years through further analysis and adjustments in the processing fee schedule.

EXPENDITURES

Completion of the General Plan is estimated at \$50,000 and the zoning code update is estimated at \$100,000. As a means to reduce costs, the department will use Capital Improvement Funds and a combination of in-house planning staff resources and an outside consultant to assist with (rather than prepare solely) the General Plan and zoning code update. With anticipation of the General Plan completion, the zoning code must be updated due to the requirement of State Law that the Zoning Code and General Plan are consistent.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Community Development Director	0.60	0.60	0.60	0.60	0.55
Senior Planner	1.40	1.40	0.50	0.50	0.60
Associate Planner	0.80	0.80	0.60	0.60	0.50
Community Devel. Tech I/II	0.65	0.65	0.65	0.65	0.80
	3.45	3.45	2.35	2.35	2.45

The planning division has seen a significant reduction in staff over the last three years, including operating with only one planner for a majority of the 04-05 fiscal year. Currently, the Planning Division has a Senior Planner position and an Associate Planner position filled. During the past fiscal year the City Council approved the reclassification of two positions within the Planning Division: an Associate Planner position to Senior Planner, and a Secretary position to Community Development Technician.

2004-05 ACCOMPLISHMENTS

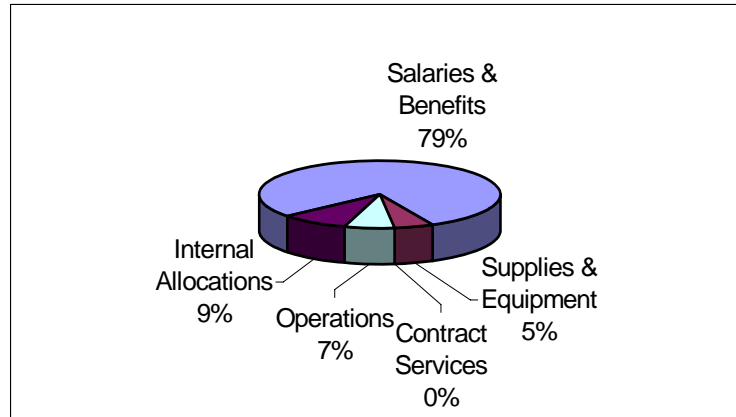
The division experienced several changes in 2004-05. These changes came at the same time as increased permit activity and processing and implementing three of the largest development projects in the history of the City. Accomplishments include:

- ✓ Continuation of the Tanforan Shopping Center Renovation
- ✓ Completion of the 300 unit Meridian Apartment building at the Crossing
- ✓ Approval of 228 Affordable Senior Units at the Crossing
- ✓ Approval of the 185 unit Paragon Apartment building
- ✓ Nearing completion of the construction at the 115-unit Marisol subdivision
- ✓ Various Commercial Façade Program Improvements
- ✓ Wells Fargo Site Request for Proposal and Development Plan
- ✓ Processing of the proposed 532 Unit Treetops Apartment Complex

2005-06 GOALS & OBJECTIVES

- ❑ Complete and adopt General Plan Update.
- ❑ Complete and adopt Zoning Code Update.
- ❑ Continue to improve the development review process.
- ❑ Complete the Wells Fargo Development Plan and build-out.
- ❑ Plan for and implement Commercial District Improvements.
- ❑ Community and business outreach and education.
- ❑ Maintain development schedules and outreach efforts to Tanforan, The Crossings, and development of San Bruno Plaza (Old Wells Fargo Site).
- ❑ Improve level of cost recovery for department.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$ 239,544	\$ 168,317	\$ 278,470
Supplies & Equipment	6,000	6,800	18,500
Contract Services	2,500	200,150	500
Operations	16,300	10,238	23,688
Internal Allocations	37,719	37,719	31,901
	<u>\$ 302,063</u>	<u>\$ 423,224</u>	<u>\$ 353,059</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$205,588
120 - Overtime	500
167 - Management Leave Buy-Out.....	11,091
200 - Employee Benefits.....	<u>61,291</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$278,470

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$3,500
302 - Copier Charges	3,000
351 - Office Equipment & Furnishing.....	<u>12,000</u>
Subtotal	\$18,500

CONTRACT SERVICES

409 - Other Services – Miscellaneous 500

OPERATIONS

411 - Communications..... \$2,588

412 - Postage 3,000

422 - Transportation Allowance 3,000

423 - Mileage Reimbursement..... 300

431 - Advertising – Legal 3,000

441 - Printing & Copy Work 2,000

471 - Office Equipment Maintenance 500

501 - Dues & Memberships 1,200

502 - Meetings & Conferences 3,000
Conference attendance for staff and Planning Commissioners at League of
California Cities and other planning related meetings.

503 - Publications & Subscriptions 1,100

505 - Staff Training 1,500

508 - Management Professional Development..... 2,000

509 - Tuition Reimbursement 500

Subtotal \$23,688

INTERNAL ALLOCATIONS & TRANSFERS

576 - Buildings & Facilities Maintenance \$9,845

577 - Technology Support Allocation..... 22,056

Subtotal \$31,901

DIVISION TOTAL..... \$353,059

Planning Division
001-64010

PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS

ENHANCEMENT	TOTAL COST	NEW REVENUE	NET IMPACT ON GENERAL FUND
Assistant Planner An Assistant Planner is requested to meet the increased demand for planning services. This position will assume responsibilities for daily counter activities and will concentrate on residential and zoning planning applications. The goal is to provide better customer service with immediate responses at the counter and to improve turnaround time. This position will also allow the Associate Planner and Planning Manager to work on the larger projects, which may include reimbursable agreements for their time. Costs include the annual salary as well as one-time costs for a computer \$2,000.	\$83,600	\$83,600	\$0
Professional Services In order to provide more comprehensive in-house planning services, the Department requires access to certain professional services and expertise to address some of the more complex and/or time consuming planning services in areas such as peer architectural review, planning and land-use expertise, project management, economic development analysis for specific studies such as the Downtown/El Camino Commercial Corridor.	145,000	145,000	0
Total	\$228,600	\$228,600	\$0

COMMUNITY DEVELOPMENT - BUILDING INSPECTION & CODE ENFORCEMENT DIVISION

Building Inspection & Code Enforcement Division works efficiently as a team, exhibits a professional and courteous customer service presence while assisting our customers, and protects the health, safety and welfare of the City.

PROGRAMS

The Building Division is responsible for all aspects of building inspection services and code enforcement efforts. The primary services include:

- **BUILDING INSPECTION SERVICES**
The Division reviews building permit applications, issues building and related permits, checks plans, and inspects buildings and properties to ensure compliance with applicable codes and ordinances.
- **CODE ENFORCEMENT**
Building enforces all applicable building, mechanical, energy, handicap, plumbing, electrical and housing codes and laws adopted by the City and State to ensure a safe and habitable building environment.

The most significant challenge to the division is the continued high demand for building permits and inspections. There is also an increased priority on Code Enforcement within the City. Several changes to the program have occurred including the processing of complaints, development of notice and violation tools, public education, outreach, coordination with other departments and outside resource agencies.

PRIORITY FOCUS

Develop a strong economic base to promote City economic vitality

- Develop design standards for key City corridors.
- Augment building staff to provide Building Inspector services during all business hours in order to provide better service to the public.

Attain excellence in customer service delivery

- Increase the amount of onsite plan checking in order to provide expedited and convenient service to the public.
- Redesign front counter, as well as reconfigure Conference Room 101, in order to create improved dialogue with the public.

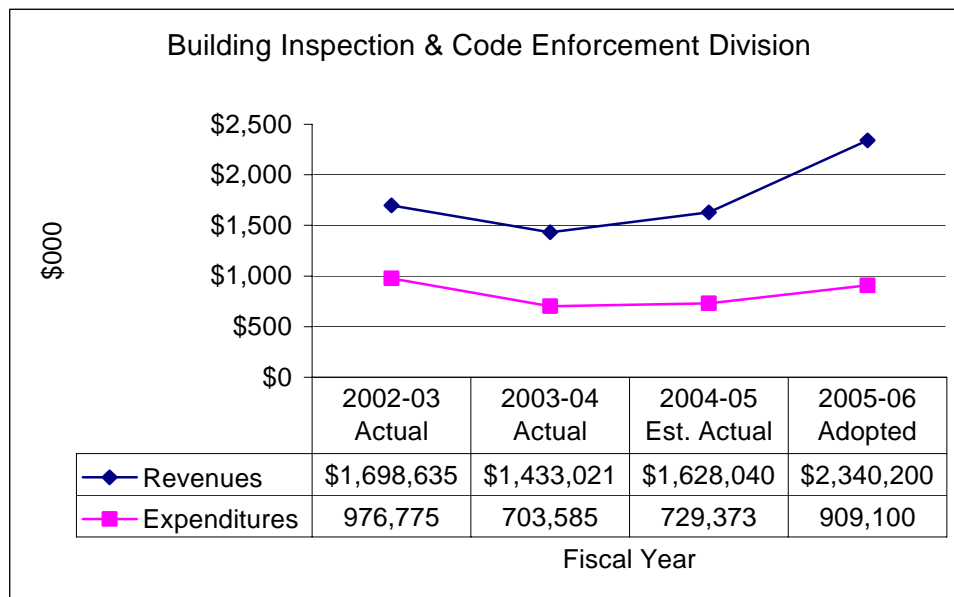
Building Inspection & Code Enforcement Division

- Utilize handouts and informational pamphlets for communicating with the public and increase use of technology in serving City customers.
- Identify and develop specific opportunities to solicit and evaluate citizen and customer input and feedback.
- The division will stay open until 8:00pm at least one day a week in order to provide service to residents who are unable to come to City Hall during normal business hours.

Enhance the City's appearance and image in a manner responsive to the community's needs and interests

- Utilize code enforcement to improve appearance in neighborhood and business districts.
- Develop City directed and cooperative campaign for enhanced neighborhood and business appearance

PROGRAM RESOURCES



REVENUES

As with the Planning Division, the Building Inspection & Code Enforcement Division receives revenue through permit application and inspection fees. Currently, these fees recover most of the costs associated with Building Inspection however greater analysis is required to recover the cost of non-building inspection services particularly code enforcement efforts, assistance provided by other departments, and support from general administration departments. Full cost recovery for all services

is recommended and the Division will work during 2005-06 to develop further analysis and adjustments in the processing fee schedule.

Revenues are largely the result of high levels of building permit activity anticipated amongst the City's most active developments. The nature of building permit revenues is a fee for service, payable prior to construction. As a consequence, the City receives significant revenue prior to making the corresponding expenditure, the impact of which is an imbalance between revenues and expenditures in any one given year. Major, long-term projects anticipated for 2005-06 that will contribute to an artificial imbalance between expenditures and revenues include:

- Commencement of The Crossing's second and third development phases (\$850,000)
- The Shops at Tanforan's new parking structure and movie theater, tenant improvements and repairs to the existing parking structure (\$794,000)
- Possible construction of the Skycrest Redevelopment Area (\$200,000)
- Remodel or redevelopment of Treetops Apartment Complex (\$500,000)
- Development of a mixed use project located within the Central Business District – Downtown (\$321,000)

EXPENDITURES

A major component of the division's expenditure budget is for plan check review performed by an outside professional services firm. Expenditures for outside plan check review and building inspection are passed on to the permit applicant and are cost neutral to the City. Service level enhancements proposed for 2005-06 will result in moving a large share of the plan check reviews in-house allowing for greater efficiency and expedited services to the community.

The Division's training budget has increased in order to comply with Assembly Bill No.717, which mandates certain training for building inspectors. The Division's members are required to obtain specific certification, training, and continuing education. In order for existing Division members to comply with the mandates the City will be required to pay for all instruction for re-certifications for all construction inspectors, plans examiners, and the Building Official.

Building Inspection & Code Enforcement Division

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Building Official	0.80	0.80	0.80	0.80	0.80
Building Inspector	1.70	1.70	1.70	1.70	1.60
Code Enforcement Officer	0.75	0.75	0.75	0.75	0.90
Community Development Tech	0.75	0.75	0.75	0.75	0.80
Program Assistant	0.50	0.50	0.50	0.00	0.00
	4.50	4.50	4.50	4.00	4.10

2004-05 ACCOMPLISHMENTS

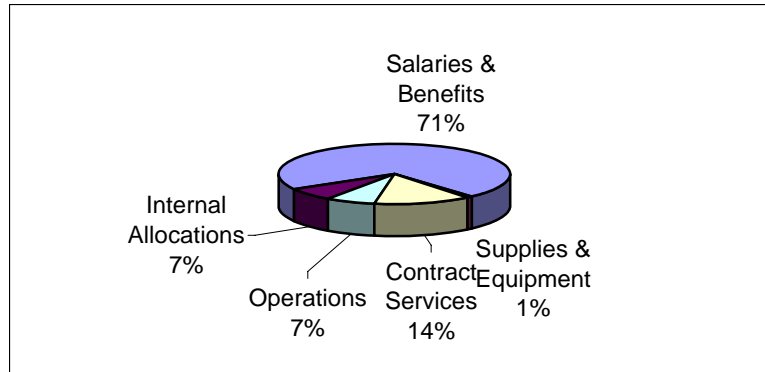
- ✓ Improved computerized tracking of Building Permit and Inspection Activity through the expanded use of the division's Permitting Software.
- ✓ Increased compliance with Code Enforcement activities through the restructuring of procedures, and scheduled enforcement timelines.
- ✓ Improved coordination between divisions and other departments through implementing open communications and multi-jurisdictional inspections for compliance.
- ✓ Increased efficiency in the Building Inspection division through field training and inspector certifications.
- ✓ Continued reduction in existing commercial code violations through implementation of a Business Compliance Inspection Program.
- ✓ Issued permits for three major construction projects: The Crossing, The Marisol subdivision, The Shops @ Tanforan renovation.
- ✓ Building Division staff attended inspection training and pursued certifications as required by Assembly Bill 717.
- ✓ Creation of various pamphlets for public information.

2005-06 GOALS & OBJECTIVES

- ❑ Improve use of permit tracking software to include cross departmental tracking of projects.
- ❑ Create and organize additional pamphlets and information brochures for public information. These pamphlets will be made available at the front counter as well as on the City's website.

- ❑ Establish policies, and procedure manual to improve understanding and clarity of division's operations.
- ❑ Strive to improve the quality of buildings constructed within the City through better enforcement, education, training and inspector certifications programs.
- ❑ Evaluate and review Un-Reinforced Masonry (URM) Building program and inventory for safety compliance to protect and improve public safety.
- ❑ Continue to improve coordination between divisions and City Departments for project compliance and cost savings to the City.
- ❑ Continue inspector training and certification program as required by Assembly Bill 717.
- ❑ Streamline building permit fee calculations process for better customer service and more efficient use of staff time.
- ❑ Begin to provide "in house" plan checking in order to provide expedited service to the public.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$ 390,976	\$ 417,959	\$ 650,861
Supplies & Equipment	5,550	6,950	8,050
Contract Services	232,000	200,000	125,000
Operations	36,250	41,850	60,850
Internal Allocations	78,683	78,683	64,339
	<u>\$ 743,459</u>	<u>\$ 745,442</u>	<u>\$ 909,100</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$479,752
120 - Overtime	2,000
167 - Management Leave Buy-Out.....	3,098
200 - Employee Benefits.....	146,011
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
290 - Contract Staff.....	<u>20,000</u>
Contract Clerical Services	
Subtotal	\$650,861

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$2,000
302 - Copier Charges	250

311 - Gas and Oil.....	2,800
313 - Uniforms & Safety Equipment	1,000
351 - Office Equipment & Furnishing.....	<u>2,000</u>
Storage and filing furniture	
Subtotal	\$8,050

CONTRACT SERVICES

401 - Professional Services	\$125,000
Contract Plan check and inspection services reflects reduction in outsourced services assuming service level enhancements are approved.	

OPERATIONS

411 - Communications.....	\$5,350
Cell phones charges and replacement phones	
412 - Postage	1,500
Certified mail postage for increased Code Enforcement efforts	
441 - Printing & Copy work	3,000
Building inspection / code enforcement 2 & 3-part forms, emergency building placards, construction booklets etc.	
442 - Microfilming/Digital Imaging.....	1,000
471 - Office Equipment Maintenance	500
501 - Dues & Memberships	1,000
502 - Meetings & Conferences	1,500
503 - Publications & Subscriptions	2,000
505 - Staff Training	4,000
6-certificate classes and tests, code update training, lcc safety training, code enforcement training classes	
508 - Management Professional Development.....	500
509 - Tuition Reimbursement	500
523 - Special Projects & Events	25,000
Graffiti and nuisance abatement	

Building Inspection & Code Enforcement Division
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560 - Intergovernmental.....	<u>15,000</u>
Peninsula Conflict Resolution	
Subtotal	\$60,850
INTERNAL ALLOCATIONS & TRANSFERS	
576 - Buildings & Facilities Maintenance Allocation	\$16,877
577 - Technology Support Allocation.....	23,855
578 - Central Garage Allocation	11,377
579 - Equipment Replacement Transfer.....	<u>12,230</u>
Subtotal	\$64,339
DIVISION TOTAL.....	<u>\$909,100</u>

PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS

ENHANCEMENT	TOTAL COST	NEW REVENUE	NET IMPACT ON GENERAL FUND
Senior Building Inspector A Senior Building Inspector will provide in-house supervision and expertise. This position will provide day-to-day case management supervision for the two code enforcement officers and the two building inspectors. It will also allow in-house and timely response for more technical building inspections, most of which is currently being outsourced. The cost of the position will be partially offset by a reduction in the use of outside contractors to perform these services. Costs include annual salary as well one-time costs for a vehicle (\$20,000) and a computer (\$2,000).	\$130,000	\$130,000	\$0
Plan Review Engineer This position will bring in-house the functions currently being outsourced to third-party plan check and review consulting services. It will provide daily on-site plan checks and review as well as structural analysis. This will be a major step in our goal of one-step permitting and will provide residents, retail, commercial business owners and developers with quick feedback and turnaround time as well as options for expedited services. By reducing processing times, the Department can capture revenue more quickly and reduce reliance on outside consultants. It is anticipated that all costs for this position will be offset by a corresponding reduction in third-party consulting fees. Costs include the annual salary as the one-time costs of a computer (\$2,000).	116,600	116,600	0
Total	\$246,600	\$246,600	\$0

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COMMUNITY DEVELOPMENT - REDEVELOPMENT – OPERATIONS DIVISION

The mission of the Redevelopment - Operations Division is to develop, implement and administer programs designed to improve the economic and physical conditions and to stimulate private investment in the San Bruno Redevelopment Area. Redevelopment - Operations focuses on non-housing activities and economic development in order to create, support, and retain a strong and diverse economic base, provide employment opportunities to the community, and increase sales tax revenues to enhance the quality of life in San Bruno.

PROGRAMS

Redevelopment is one of three divisions in the Community Development Department and comprises the Redevelopment – Operations division and the Redevelopment – Low & Moderate Income Housing division. The Redevelopment Agency oversees the budget for Redevelopment. As directed by the Redevelopment Agency, the Redevelopment - Operations division is responsible for development and implementation of projects to assist existing and prospective businesses, market the community to commercial office and retail users, explore funding opportunities, work with the Project Area Committee (PAC), administer debt service, and recommend projects and alternatives consistent with Redevelopment Plan goals.

The division emphasizes economic revitalization, including the façade improvement program and developing an economic development strategy in downtown San Bruno and other commercial areas. The division expects to experience significant and continued activity related to development projects during planning and construction phases, including Paragon Apartments and The Village at the Crossing Senior Apartments, Tanforan renovation, Skycrest Center, and 470 San Mateo Avenue. Other projects in the pre-application or conceptual phase include reuse of the former gas station properties on the corner of Glenview Dr. and San Bruno Avenue and redevelopment of the former Camino Cinema. The division's primary services provided include:

- **COMMERCIAL REVITALIZATION**

The division focuses on the provision of resources and incentives for economic revitalization in downtown and commercial corridors. This includes the Building Façade Improvement Program, which provides matching grants to commercial property and business owners to facilitate renovation of building facades, updating the Downtown Design Guidelines and developing an economic revitalization strategy for Downtown.

- **SITE REUSE**

The division is committed to facilitating development projects on underutilized sites that will enhance the City's image and be a catalyst for economic revitalization. For example, the division is negotiating a Disposition & Development Agreement for redevelopment of 470 San Mateo Avenue.

- **DEVELOPMENT ACTIVITIES**

Redevelopment facilitates activities such as: The Crossing - Paragon Apartments, The Village senior apartments, ECR Commercial, and Parcels 3&4 Multifamily Residential.

The Tanforan renovation, parking structure & multiplex cinema project began in January 2004 and is scheduled to open by Christmas 2005.

- **CODE ENFORCEMENT**

The division is committed to ongoing mitigation of code violations in commercial areas within the Agency project area.

- **BICYCLE, PEDESTRIAN AND TRANSIT NETWORK**

The division works with the Bicycle and Pedestrian Committee to implement bicycle/pedestrian/transit network paths and signage in San Bruno.

PRIORITY FOCUS

Redevelopment - Operations plays a significant role in helping the City to accomplish the goals of the three priority focus areas. The Redevelopment Project Area encompasses the City's the major commercial corridors.

Develop a strong economic base to promote City economic vitality

- Develop an economic development strategy to maximize City revenues from private development and City-owned property and other assets in Downtown.
- Develop a strategic vision for the Downtown and the El Camino Real corridor. Redefine geographic perception of the Downtown boundary and promote more intense business and residential development in the Downtown.
- Retain and enhance existing businesses through pro-business public/private partnerships and promote the City's support for quality development.
- Review ordinances and development policies that may impede the present and future economic development needs of the City.
- Use City revenue-generating capability as a key criteria in planning future community development and apply full City cost recovery to all private development efforts.

Attain excellence in customer service delivery

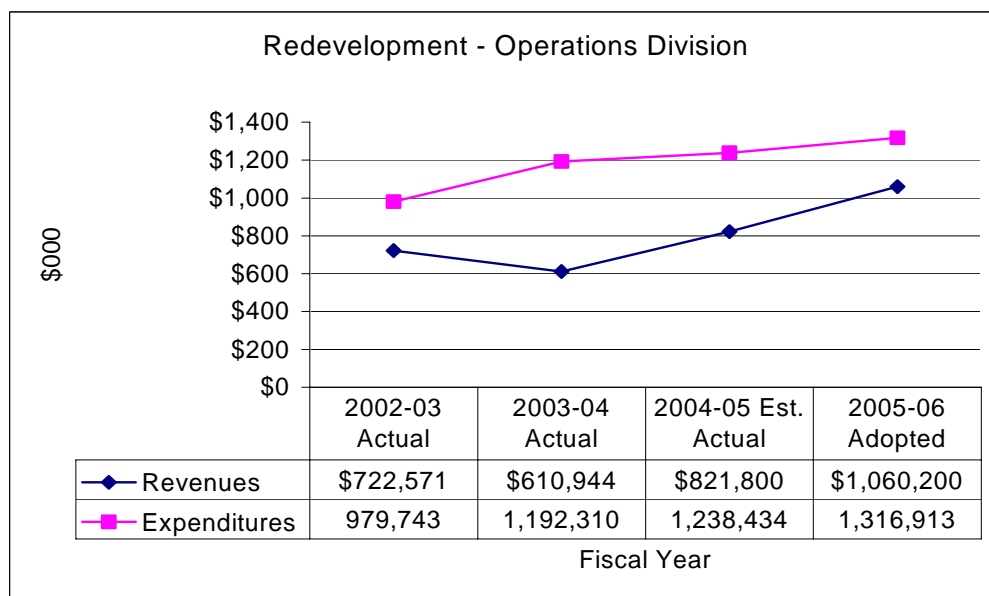
- Coordinate with other City departments to create added value in each transaction regarding planning and development of projects in the Redevelopment Project Area.
- Maximize use of City publications and resources for communicating with the public and increase use of technology to inform the public about redevelopment programs and activities.
- Seek input from the Redevelopment Advisory Committee to identify and develop specific opportunities to solicit and evaluate citizen and customer input and feedback.

Enhance the City's appearance and image in a manner responsive to the community's needs and interests

- Support code enforcement efforts to enhance community appearance in neighborhood and business districts.
- Update Downtown Design Guidelines to ensure a high quality of development and improve the image of the Downtown.
- Develop and implement City gateway entrance design and standards.
- Develop City directed and cooperative campaign for enhanced neighborhood and business appearance.
- Pursue planning grant for streetscape improvement along El Camino Real and San Bruno Avenue to insure user safety, aesthetics, and operations and enhance tree and other landscape installation and maintenance along public streets, ways, and public easements.

PROGRAM RESOURCES

The core services and personnel resources of Redevelopment Operations are anticipated to remain largely the same in 2005-06. Budget deficit reduction will have a minimal impact on the Redevelopment Operations since Redevelopment is a separate fund with its own revenue source. However, the Redevelopment Operations budget will reduce its reliance on advances from the Equipment Reserve Fund.



Redevelopment – Operations Division

REVENUES

Revenues for Redevelopment Operations are derived from property tax increment revenues and advances from the City's Equipment Reserve Fund. As tax increment revenues increase over time, the Redevelopment Agency will have the capacity to reimburse the Equipment Reserve as early as 2006-07.

EXPENDITURES

The division's expenses are primarily from personnel and operation costs related to the planning and administration of Redevelopment programs. Professional services are programmed into the budget to fund the update of the Downtown Design Guidelines, planning for commercial corridors, and outside analysis of Agency pass-through payments to taxing entities. The division provides for the annual debt service payment for Police Plaza located at 1177 Huntington Avenue.

PERSONNEL

Personnel Summary

	2001-02	2002-03	2003-04	2004-05	2005-06
	Actual	Actual	Actual	Actual	Adopted
Community Development Director	0.00	0.20	0.20	0.20	0.30
Housing & Redevel. Manager	0.50	0.50	0.50	0.50	0.70
Building Official	0.00	0.10	0.10	0.10	0.10
Building Inspector	0.00	0.20	0.20	0.20	0.20
Senior Planner	0.00	0.50	0.50	0.40	0.30
Associate Planner	0.00	0.20	0.20	0.20	0.25
Code Enforcement Officer	0.00	0.75	0.75	0.75	0.70
Community Devel. Technician	0.00	0.25	0.25	0.25	0.25
Secretary	0.00	0.25	0.25	0.25	0.00
Program Assistant	0.00	0.25	0.25	0.00	0.00
	0.50	3.20	3.20	2.85	2.80

The division's personnel will not change during this fiscal year. The Housing & Redevelopment Manager is the primary staff person for Redevelopment Operations (0.5 FTE). Redevelopment Operations receives staff assistance from the Community Development Department including the Director, Associate Planner, Code Enforcement Officer, and support staff, as well as specialized personnel services and general administration from other city departments.

2004-05 ACCOMPLISHMENTS

- ✓ Three Building Façade Improvement projects under construction in the Downtown, one project approved and awaiting building permits, and one project application.
- ✓ 300-unit Meridian Apartments at The Crossing Development near completion and recreation center completed and operating.

- ✓ Completion ECR (El Camino Real) Commercial Agreement allowing from 10,000 to 20,000 square feet of commercial uses on El Camino Real at The Crossing.
- ✓ Selection of developer for the Agency-owned property at 470 San Bruno Avenue, and start of negotiation for a Disposition and Development Agreement.
- ✓ Code Enforcement opened a total of 177 code violation cases within Redevelopment Area in the first 10 months of 2004-05.
- ✓ Planning application received for 27-unit single family residential subdivision at Skycrest Center, and conceptual plans submitted for residential project on corner of Glenview Drive and San Bruno Avenue.
- ✓ Completion of 2005 Five-Year Implementation Plan update, Statement of Indebtedness, State HCD Report, and State Controller's Report.

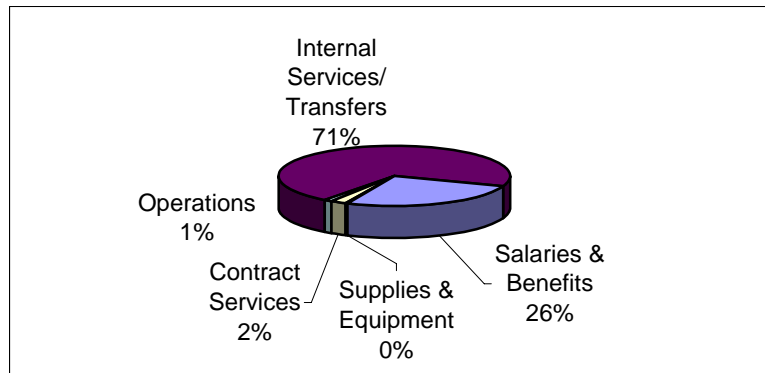
2005-06 GOALS & OBJECTIVES

- ❑ Continue implementation of the Building Facade Improvement Program with a goal of five new façade improvement projects.
- ❑ Apply to SamTrans for grant funds to upgrade El Camino Real in accordance with the SamTrans Grand Boulevard Initiative and Peninsula Corridor Plan.
- ❑ Update Downtown Design Guidelines to plan for building design and development standards, parking, and landscaping.
- ❑ Conclude negotiations of a Disposition and Development Agreement to facilitate redevelopment of Agency-owned property at 470 San Mateo Avenue.
- ❑ Work with property owner, businesses and the San Bruno Chamber of Commerce, to promote economic revitalization and stimulate private investment in commercial areas, including a marketing and promotion program for the downtown shopping district.
- ❑ Work with the developer of the Crossing to implement next phases of development, including the Paragon Apartments, The Village Senior Apartments, Parcels 3 & 4 Residential, and ECR Commercial Project, in accordance with the Navy Site Specific Plan, Development Agreement and Owner Participation Agreement,
- ❑ Complete Specific Plan and Development Agreement amendments to allow high quality retail and restaurant uses on Parcels 9 & 10 at the Crossing, in accordance with El Camino Real Commercial Project agreement.
- ❑ Continue to pursue Code Enforcement activities within the Redevelopment Project Area.

Redevelopment – Operations Division

- Implement a pedestrian, bicycle and transit access network program in conjunction with the Bicycle and Pedestrian Committee, other authorities, and agencies.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$ 273,350	\$ 232,951	\$ 345,558
Supplies & Equipment	5,500	900	2,500
Contract Services	27,800	28,089	27,800
Operations	17,200	8,493	15,250
Internal Allocations	914,584	650,000	925,805
	<u>\$ 1,238,434</u>	<u>\$ 920,433</u>	<u>\$ 1,316,913</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$267,031
200 - Employee Benefits.....	<u>78,527</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$345,558

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$1,000
302 - Copier Charges	500
351 - Office Equipment & Furnishing.....	<u>1,000</u>
Subtotal	\$2,500

Redevelopment – Operations Division
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CONTRACT SERVICES

401 - Professional Service	\$40,000
Update Downtown Design Guidelines - \$30,000	
Economic Development Strategy - \$5,000	
Analysis of tax increment pass through payments - \$5,000	
402 - Legal Services	5,000
403 - Audit/Accounting Services	<u>2,800</u>
Required audit of Redevelopment activities - Comprehensive Annual Financial Report (CAFR)	
Single Audit (Federal Grants)	
Subtotal	\$27,800

OPERATIONS

411 - Communications	\$250
412 - Postage	300
423 - Mileage Reimbursement	500
431 - Advertising – Legal	500
441 - Printing & Copy Work	1,500
471 - Office Equipment Maintenance	300
501 - Dues & Memberships	2,700
Housing & Redevelopment Manager - American Planning Association (APA)/American Institute of Certified Planners (AICP) - \$400, California Redevelopment Association (CRA) - \$2,300	
502 - Meetings & Conferences	2,000
American Planning Association (APA) annual conference, California Redevelopment Association (CRA) annual meeting	
503 - Publications & Subscriptions	200
505 - Staff Training	1,000
508 - Management Professional Development	500
509 - Tuition Reimbursement	500
523 - Special Projects/Events	<u>5,000</u>
Subtotal	\$15,250

INTERNAL ALLOCATIONS & TRANSFERS

573 -	General Administration Allocation	260,000
	Allocation of salaries and benefits for General Administration and Service Departmental support provided to the Redevelopment Agency for regular operations:	
	<u>General Administration</u>	<u>Service Departments</u>
	City Manager – 0.25	Public Works Director – 0.10
	City Attorney – 0.20	Deputy Public Works Director – 0.15
	Finance Director – 0.20	Associate Civil Engineer – 0.15
	Assistant Finance Director – 0.10	Parks Services Manager – 0.05
	City Clerk – 0.10	Crime Prevention Officer – 0.15
576 -	Building & Facilities Allocation.....	11,720
577 -	Technology Support Allocation.....	4,085
725 -	Non-Operating Transfer.....	<u>650,000</u>
	Transfer to Redevelopment Debt Service Fund	
	Subtotal	\$925,805
DIVISION TOTAL.....		<u>\$1,316,913</u>

Redevelopment – Operations Division
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COMMUNITY DEVELOPMENT - REDEVELOPMENT– LOW & MODERATE INCOME HOUSING DIVISION

The mission of the Redevelopment – Low & Moderate Income Housing (LMIH) Division is to support the preservation, improvement or production of housing affordable to persons of very low-, low-and moderate-incomes, and to promote the conservation and enhancement of residential neighborhoods.

PROGRAMS

The Low & Moderate Income Housing Division is responsible for developing and implementing strategies and projects to implement the adopted housing policies of the City consistent with California Community Redevelopment Law Requirements. The primary services provided include:

- **RESIDENTIAL REHABILITATION PROGRAM**
The division facilitates housing rehabilitation for low and moderate income homeowners.
- **AFFORDABLE HOUSING DEVELOPMENT**
The division plans for affordable housing development and rehabilitation throughout the Project Area. The Agency also monitors compliance with the Affordable Housing Plan for The Crossing: Meridian Apartments (300 total units, 60 Very Low (VL) income units), Paragon Apartments (185 total units, 37 VL income units), and The Village Senior Apartments (228 total units, 90% L income and 10% VL income units).
- **COMMUNITY PROMOTIONS**
The division provides financial assistance to housing service providers as appropriate. The Agency also coordinates with non-profit housing organizations that provide services in San Bruno.
- **CODE ENFORCEMENT**
The division identifies and mitigates housing code violations within the Redevelopment Project Area.

PRIORITY FOCUS

The Division plays a significant role in helping the City accomplish the goals of the three priority focus areas identified by the City Council. The redevelopment Project Area encompasses the City's the major commercial corridors.

Develop a strong economic base to promote City economic vitality

- Promote mixed-use development (ground floor commercial with housing above) in Downtown and the El Camino Real corridor, to provide a larger market base for neighborhood retail shops and create diversity of housing types and affordability.
- Review ordinances and development policies that may impede the development of housing in the Redevelopment Project Area.

Redevelopment – Low & Moderate Income Housing Division

Attain excellence in customer service delivery

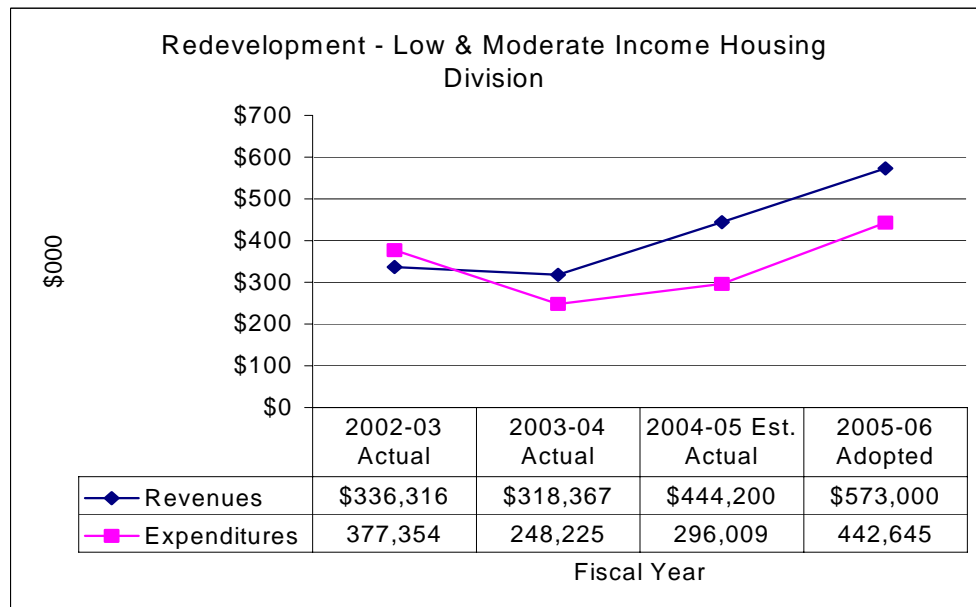
- Coordinate with other City departments, nonprofit housing service providers and the County Department of Housing to improve and preserve housing in the Redevelopment Area.
- Circulate publications and resources to inform the public about affordable housing choices available in San Bruno.
- Work with the Redevelopment Advisory Committee to identify and develop a strategy to solicit and evaluate citizen and customer input and feedback regarding Redevelopment housing activities.

Enhance the City's appearance and image in a manner responsive to the community's needs and interests

- Support code enforcement efforts to enhance community appearance in residential neighborhoods within the Redevelopment Project Area.
- Implement the Residential Rehabilitation Program in coordination with the County Housing Department to enhance neighborhood appearance within the Redevelopment Project Area.

PROGRAM RESOURCES

The purpose of LMIH is to provide assistance to homeowners, landlords and developers to improve, preserve and create affordable housing, when it is not feasible for the private housing market to fill this need. The housing programs have strict guidelines to qualify for financial assistance and the staff performs rigorous due diligence, including the use of outside financial consultants, in evaluating the level of financial assistance that is justified for a project.



REVENUES

Redevelopment LMIH revenues are derived entirely from the 20 percent set-aside of property tax increment revenues. Revenues have outpaced the expenditure level provided the limited scope and use of the money.

EXPENDITURES

The Division's expenses are primarily from personnel and operation costs related to the planning and administration of Redevelopment housing programs. Tools and equipment costs include providing the materials, supplies and services necessary to support the daily operations of the Division's activities. It is anticipated that affordable housing subsidy for the 60 affordable rental units at the Meridian Apartments will begin in 2005-06. Additional subsidized units will be available at the Paragon Apartments and the Village Senior Apartments when the housing units come on-line.

Redevelopment – Low & Moderate Income Housing Division

PERSONNEL

Personnel Summary

	2001-02	2002-03	2003-04	2004-05	2005-06
	Actual	Actual	Actual	Actual	Adopted
Community Development Director	0.00	0.20	0.20	0.20	0.15
Housing & Redevelopment Manager	0.50	0.50	0.50	0.50	0.30
Building Official	0.00	0.10	0.10	0.10	0.10
Building Inspector	0.00	0.10	0.20	0.10	0.20
Senior Planner	0.00	0.10	0.10	0.10	0.10
Associate Planner	0.00	0.10	0.10	0.20	0.25
Community Devel. Technician	0.00	0.10	0.10	0.50	0.15
Code Enforcement Officer	0.00	0.00	0.00	0.00	0.40
Secretary	0.00	0.00	0.00	0.10	0.00
Program Assistant	0.00	0.25	0.25	0.00	0.00
	0.50	1.45	1.55	1.80	1.65

The Division's budget personnel will not change during 2005-06, although one planner under the Planning Division will perform redevelopment planning activities. The Housing & Redevelopment Manager is the primary staff person for Redevelopment LMIH (0.5 FTE). Division receives staff assistance from the Community Development Department including the Director, Planning Manager, Code Enforcement Officer, and support staff, as well as specialized personnel services from other city departments.

2004-05 ACCOMPLISHMENTS

- ✓ Last phase of construction of the 300-unit Meridian Apartments at the Crossing with 60 affordable units to very low-income households nearing completion.
- ✓ Completed planning approvals for development of 185-unit Paragon Apartments at The Crossing, 20% affordable to very low income persons.
- ✓ Completed planning approvals for development of 228-unit Village at the Crossing senior apartments, 90% affordable to low income persons and 10% affordable to very low income persons.
- ✓ Worked with County Housing Department and Rebuilding Together to identify rehabilitation projects.
- ✓ Completed an agreement with the San Mateo County Housing Department to administer the Agency's Residential Rehabilitation Program.
- ✓ Provided housing resource information to the public, including rehabilitation and fair housing.

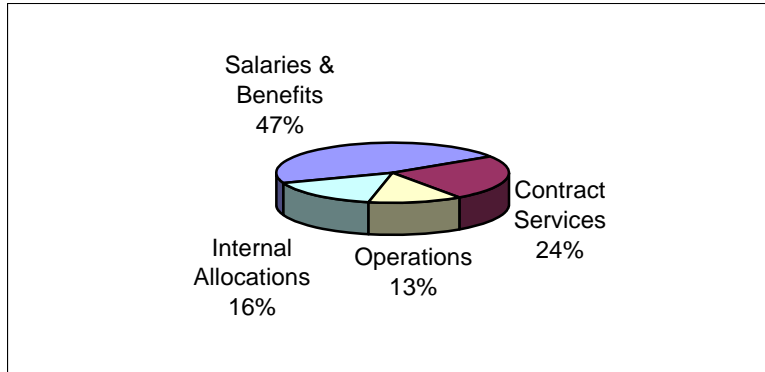
- ✓ Code Enforcement opened 27 housing code enforcement cases of 2004-05 within Redevelopment Area.
- ✓ Worked with housing developers to plan for inclusionary affordable housing.
- ✓ Provided financial assistance to Shelter Network and Human Investment Project (HIP). HIP served 93 San Bruno residents (24% children, 15% seniors, 18% disabled, 23% homeless or at-risk of homeless - 53% at the poverty level, 41% very low income, and 4% low income) and matched 15 people with housing in San Bruno (13% children, 33% seniors, 33% disabled, 20% homeless or at risk of homelessness - 20% at poverty level and 80% very low income).

2005-06 GOALS & OBJECTIVES

- ❑ Promote and expand the residential rehabilitation program. Continue cooperative efforts with the San Mateo County Housing Department to fund and implement housing rehabilitation projects.
- ❑ Facilitate leasing of 37 rental units affordable to very low-income households at the Paragon Apartments at the Crossing in accordance with the Development Agreement.
- ❑ Work with the developers of The Village Senior Apartments at the Crossing to facilitate development of affordable senior housing.
- ❑ Work with potential developers to produce new affordable housing at various locations including mixed use project (commercial/residential) at 470 San Mateo Avenue in Downtown, 2880 San Bruno Avenue, and Skycrest Center.
- ❑ Work with non-profit housing organizations including HIP, and NPNSC, Shelter Network, and Rebuilding Together Peninsula (publicize volunteer rehabilitation services in the Redevelopment Area) to provide housing services in San Bruno.
- ❑ Provide housing resource information to the public.
- ❑ Continue to pursue Code Enforcement to identify and mitigate housing code violations in order to improve housing safety and attractiveness of neighborhoods.

Redevelopment – Low & Moderate Income Housing Division
412.68412

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$ 184,621	\$ 113,078	\$ 205,269
Supplies & Equipment	5,000	0	0
Contract Services	6,500	7,500	107,800
Operations	37,000	33,250	58,250
Internal Allocations	62,888	-	71,326
	<u>\$ 296,009</u>	<u>\$ 153,828</u>	<u>\$ 442,645</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$158,862
200 - Employee Benefits.....	<u>47,127</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$205,269

CONTRACT SERVICES

402 - Legal Services	\$5,000
403 - Audit/Accounting Services.....	2,800
Comprehensive Annual Financial Report (CAFR)	
409 - Other Services - Miscellaneous.....	<u>100,000</u>
Grants and loans, Residential Rehabilitation Program	
Subtotal	\$107,800

OPERATIONS

441 - Printing & Copy Work	\$500
503 - Publications & Subscriptions	250
506 - Community Promotions	32,500
Human Investment Project - \$25,000	
Shelter Network - \$7,500	
523 - Special Projects/Events	<u>25,000</u>
Graffiti and nuisance abatement	
Subtotal	\$58,250

INTERNAL ALLOCATIONS & TRANSFERS

573 - General Administration Allocation	\$62,888
Allocation of salaries and benefits for General Administration and Service Departmental support provided to the Redevelopment Agency for regular operations:	
<u>General Administration</u>	<u>Service Departments</u>
City Manager – 0.05	Crime Prevention Officer – 0.10
Finance Director – 0.10	
Assistant Finance Director – 0.10	
City Clerk – 0.05	
576 - Building & Facilities Maintenance Allocation	<u>8,438</u>
Subtotal	\$71,326

DIVISION TOTAL.....\$442,645

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**COMMUNITY DEVELOPMENT -
REDEVELOPMENT DEBT SERVICE DIVISION**

PROGRAMS

The debt service fund is for the accumulation and disbursement of funds for debt relating to redevelopment projects. The 2004-05 budget contains payments for the Certificates of Participation financing for the Joint Police Facility. The primary service includes:

- **Police Facility Financing**
Certificates of Participation issued in 2000 to fund construction of the San Bruno/BART Joint Police facility. Debt will be fully repaid in 2030.

INTERNAL ALLOCATIONS & TRANSFERS

591 - Principal Payment on Debt	\$180,000
2000 Police Facility Financing	
592 - Interest Payment on Debt	<u>463,900</u>
2000 Police Facility Financing	
DIVISION TOTAL.....	<u>\$643,900</u>

Redevelopment – Debt Service
403.68403

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COMMUNITY DEVELOPMENT - AIRCRAFT NOISE INSULATION PROGRAM

The Aircraft Noise Insulation Program mission is to utilize grant funding received from the Federal Aviation Administration and San Francisco International Airport (SFO) to sound insulate structures impacted by aircraft noise from SFO.

PROGRAMS

As part of Community Development, the Department manages the Aircraft Noise Insulation Program (ANIP). This program is funded entirely by the Federal Aviation Administration (FAA) and San Francisco International Airport (SFO). The ANIP has been operating since 1983. Over this twenty-one year period the program has sound insulated over 2,500 homes in San Bruno. Under current funding (Phase 13) the program is sound insulating 39 homes. The City has also recently received grant funding in the amount of \$2,000,000 for Phase 14 which is estimated to sound insulate an additional 37 homes. The primary service is:

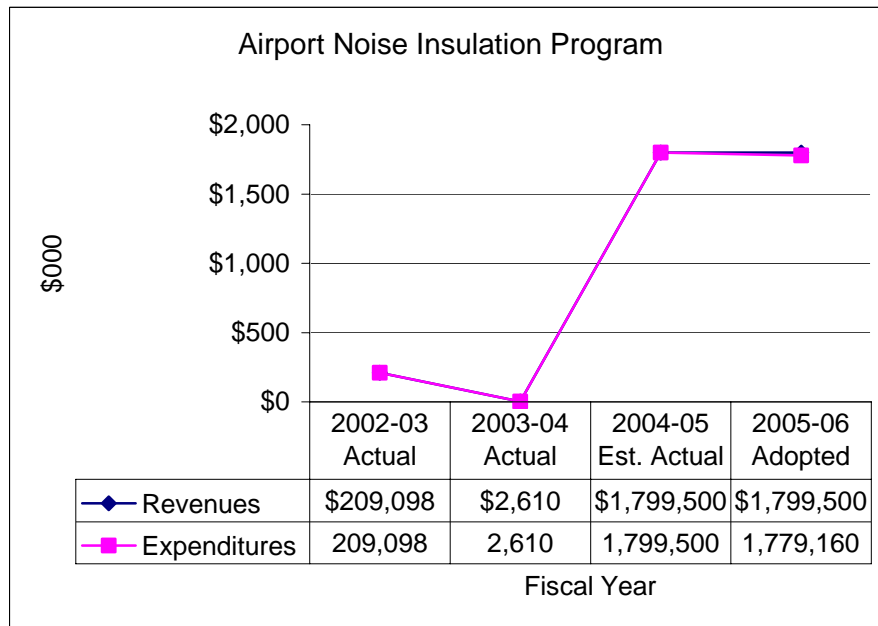
- **SOUND INSULATION**

Airport Noise Insulation Program provides sound insulation of residential properties for residents within the noise contour map.

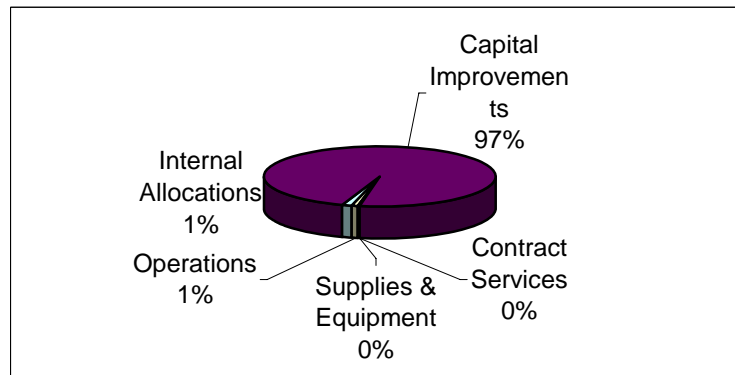
Aircraft Noise Insulation Program

PROGRAM RESOURCES

In addition to the grant funding for construction, design and program administration, approximately \$43,000 is allocated directly to the City for program management oversight and legal coordination associated with document preparation. The ANIP consolidated in office space available at City Hall in late 2003. As a result, in January 2004, the City Council authorized execution of a lease agreement between the City and C. Kell Smith Associates, the ANIP program administrator for office space located in City Hall. As a result, the City is estimated to collect an additional \$12,300 in rent payments this fiscal year.



EXPENDITURES BY CATEGORY



SUPPLIES & EQUIPMENT

301 - Office Supplies	\$1,500
302 - Copier Charges	<u>500</u>
Subtotal	\$2,000

CONTRACT SERVICES

403 - Audit and Accounting Services	\$2,800
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OPERATIONS

411 - Communications	\$2,600
412 - Postage	500
431 - Legal Advertising	500
490 - Rent	<u>12,300</u>
Subtotal	\$15,900

INTERNAL ALLOCATIONS & TRANSFERS

573 - Allocate General Administration	\$22,000
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Aircraft Noise Insulation Program
108.68140

CAPITAL IMPROVEMENTS

621 - Construction 1,736,460
Payment to contractors and construction companies for the improvements made to houses
within the project area.

PROGRAM TOTAL \$1,779,160

PARKS & RECREATION SERVICES DEPARTMENT

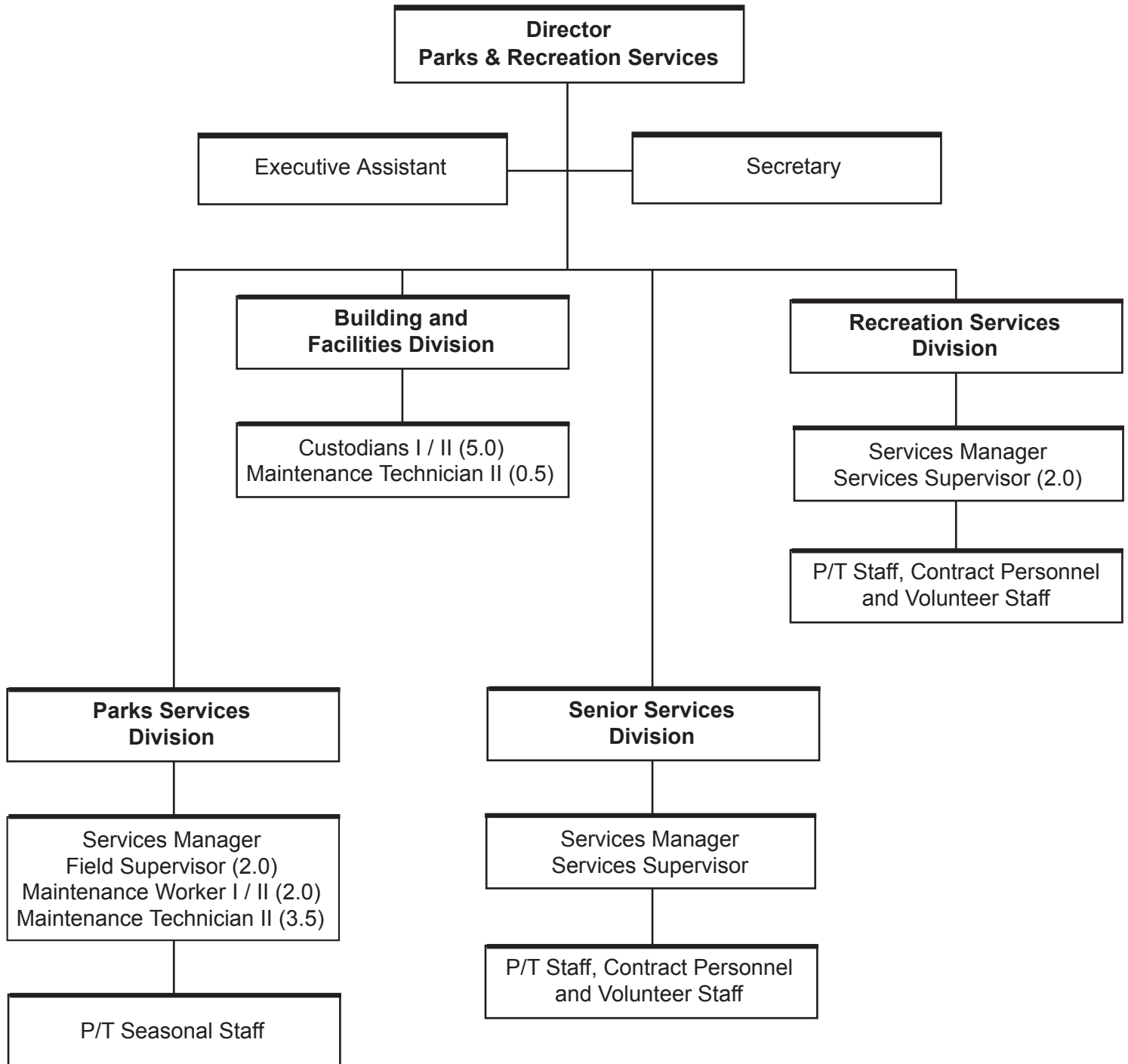
RECREATION SERVICES DIVISION

PARKS MAINTENANCE DIVISION

SENIOR SERVICES DIVISION

BUILDINGS & FACILITIES MAINTENANCE DIVISION

PARKS & RECREATION SERVICES DEPARTMENT



PARKS & RECREATION - RECREATION SERVICES DIVISION

The San Bruno Parks and Recreation Services Department is committed to providing quality programs and services to benefit the health and well being of the community. The Recreation Services Division offers classes, special events, sports, camps and facilities to community members of all ages.

PROGRAMS

The division is responsible for the planning and implementation of activities to enrich the lives of the people of all ages in the community. This is accomplished by offering programs and activities that engage all segments of the community by bringing people together in recreation based programs. Through the Parks and Recreation Commission, the Recreation Services Division receives input and recommendations regarding recreation programs and services. The primary services provided include:

- **Special Events**
Recreation plans a minimum of 1 special event per month, such as holiday events or community events, to residents of all ages.
- **Seasonal Camps**
Recreation plans and implements 3 summer camps, 1 spring camp and 1 winter camp serving children ages 4 – 14.
- **After School Enrichment Program**
Recreation maintains 3 school site locations for the whole school year and provides programs to children ages 9 –12.
- **Summer Aquatics Programs**
Aquatics provides programs including 6 levels of lessons, recreation swim, lap swim and water aerobics. The division ensures adherences of pool safety during the season.
- **Youth & Adult Sports Programs**
Seasonal sports for both youth and adults including 15 adult softball leagues, 1 adult basketball league, 2 youth basketball leagues and 1 youth volleyball league.
- **Youth & Adult Fee Classes**
Enrichment classes on a quarterly basis on a variety of topics from fitness to recreation activities.
- **Teen Activities and Events**
Quarterly trips and activities specifically designed for teen members of the community ages 12 – 15.
- **Facility & Picnic Site Rentals**
Reservation rentals of 13 sites at the City Park, 3 sites at Commodore Park, and 2 sites at Grundy Park.
- **Youth Scholarship Program**
Bi-yearly campaign to establish scholarship fund to improve program cases for low - income residents under the ages of 18.

Recreation Services Division

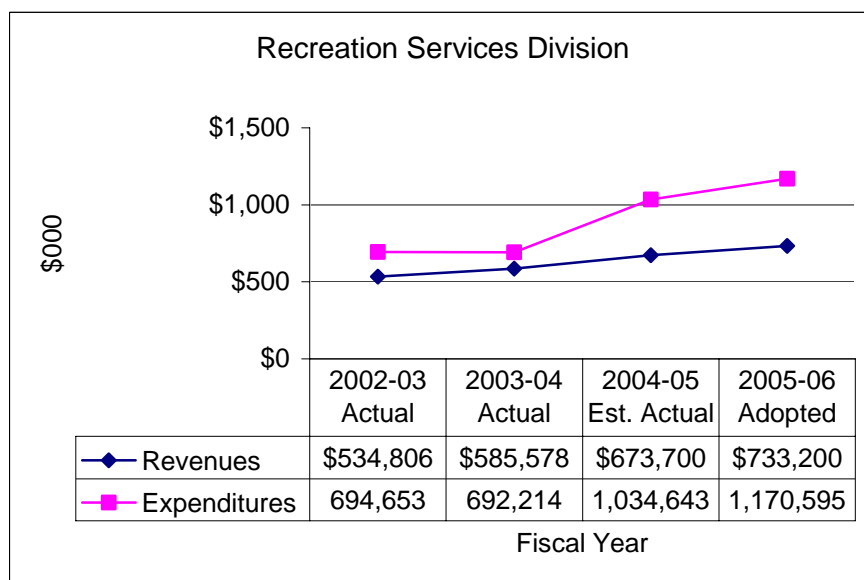
PRIORITY FOCUS

Attain Excellence in Customer Service Delivery

The Recreation Services division strives to provide exceptional customer service through friendly and helpful staff, numerous class and event registration options, and extended office hours. The division makes every attempt to accommodate the busy schedules of its customers, residents and non-residents, by offering four convenient options to register for classes and events: drop off, mail in, fax, and walk in. In addition, the division's website regularly updated to publicize the division's various offerings including necessary information such as dates, times and costs. The division's website also includes access to a downloadable registration form a prospective customer can use to fax or mail in their registration.

In addition, to better serve the community, office hours have been extended to offer registration opportunities on evenings and weekends. Fully trained part time staff are available to answer phones and to assist customers at the counter during the extended hours for residents and non-residents wishing to sign up for a program, class, event, rent a picnic area or facility or who just have questions about our services.

PROGRAM RESOURCES



REVENUES

In 2004-05, the Department recovered approximately 65.2% of operating expenses from fees and charges including: Recreation Programs, Aquatics, Facility Rentals, Sports, Fee Classes, and Other Rentals. This was accomplished through new cost covering special events, additional seasonal camp

sessions, additional youth and adult sports leagues and an increase in fees for various classes and facility rentals.

For the past two years the division has strived to attain an overall cost recovery goal of 75%. In 2005-06, the division's wide range of services and programs will result in cost recovery of approximately 59.7%. Filling the operation gap between revenues and expenditures is a general fund subsidy of 40.3%. The division is working to reduce the general fund subsidy to 25% by 2006-07.

EXPENDITURES

Approximately 57% of the Department's total operating budget is appropriated for salaries and benefits for full time employees and salaries for part time temporary employees. The remaining share of the operations budget accommodates contracts, supplies, services, and internal service allocations.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Parks & Recreation Director	1.00	1.00	1.00	0.35	0.35
Recreation Services Manager	2.00	2.00	1.00	1.00	1.00
Recreation Services Supervisor	2.00	2.00	2.00	2.00	2.00
Executive Assistant	1.00	1.00	1.00	0.35	0.35
Secretary	1.00	1.00	1.00	0.35	0.35
	7.00	7.00	6.00	4.05	4.05

The largest share of the division's budget is personnel. The division has 4.05 full time employees and the division's staffing level has not changed in the past year. These employees are responsible for the development, planning and supervision of numerous broad based recreation and leisure service programs and activities, including facility rentals. The employees focus on creating new programs to generate additional revenue and on customer service not only at the front counter and on the phone but also at the various special events, classes and programs produced by the department. To maintain the level of programs and services offered and to continue to produce new revenue generating programs, staff must work closely to assist each other with the programs and services offered. Staff uses different time management techniques to continue to offer quality services and programs the community expects.

2004-05 ACCOMPLISHMENTS

- ✓ Increased level of participation in the Outdoor Adventure Program from 30 participants to 60 participants.
- ✓ Developed new Mother/Son Dinner special event.

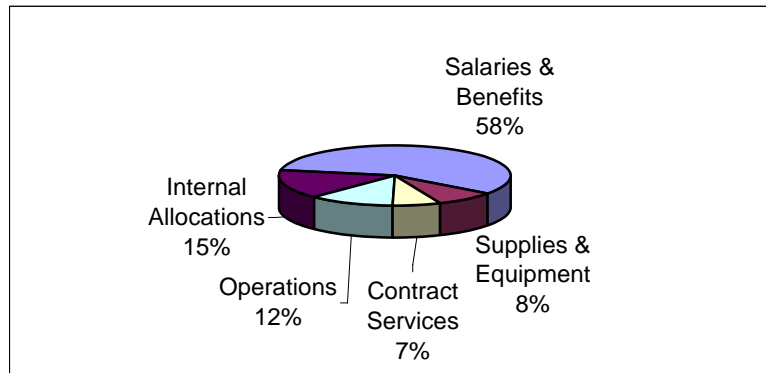
Recreation Services Division

- ✓ Increased participation in existing special events such as Breakfast with Santa from 100 to 130, Goblin Grotto from 270 to 300, Summer Concerts in the Park from approximately 200 to 300 and the Father/Daughter Dance from 100 couples to 125 couples.
- ✓ Redeveloped the summer “Leader In Training” program to include additional training for the division’s volunteers.
- ✓ Offered and implement day field trips for people with special needs once a month.
- ✓ Increased participation numbers in youth sports leagues from 85 to 115 teams and adult sports leagues from 60 to 75 teams.
- ✓ Distributed approximately \$5,000 in scholarship money for department programs to children and families in need.

2005-06 GOALS & OBJECTIVES

- ❑ To seek local, state, federal and private grants to help offset program and facility improvements and expenditures.
- ❑ To develop and implement a 75% revenue cost recovery program for the division by 2006-07.
- ❑ To develop and implement two additional community special events.
- ❑ To develop a comprehensive outreach program that will significantly increase the participation level in the Special Needs program.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$ 644,229	\$ 574,973	\$ 672,824
Supplies & Equipment	99,900	85,900	97,090
Contract Services	61,500	79,000	80,000
Operations	157,075	139,493	139,803
Internal Allocations	168,442	169,239	180,878
	<u>\$ 1,131,146</u>	<u>\$ 1,048,605</u>	<u>\$ 1,170,595</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$301,687
111 - Part Time Temporary.....	273,000
Year-round and seasonal employees including: Summer front desk clerk, recreation leaders, aquatics staff, facility attendants	
120 - Overtime	100
35% of clerical overtime staff required for Parks & Recreation Commission meetings	
141 - Acting Pay	500
167 - Management Leave Buy-Out.....	3,280
200 - Employee Benefits.....	<u>94,257</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$672,824

Recreation Services Division
001.65000

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$12,000
302 - Copier Charges	1,000
311 - Gas and Oil.....	2,090
320 - Recreation Supplies	60,000
Seasonal Camp Supplies - \$10,000	
After School Recreation - \$6,000	
Adults Sports - \$9,100	
Youth Sports - \$4,000	
Aquatics - \$5,000	
Special Events - \$19,000	
Special Needs - \$1,200	
Teens - \$1,200	
Outdoor Adventure - \$4,500	
321 - Swim Pool Supplies.....	<u>22,000</u>
Pool chemicals (chlorine, soda ash, CO2), supplies for year-round maintenance	
Subtotal	\$97,090

CONTRACT SERVICES

409 - Other Services – Miscellaneous	\$80,000
Sports Official Fees - \$18,000	
Field Trip Contracts - \$6,000	
Band Contracts - \$4,000	
Field Trips - \$10,000	
Aquatics Contracts - \$2,000	
Special Needs Contracts - \$1,200	
Teen Contracts - \$1,200	
Outdoor Recreation Trips - \$5,000	
Contract Class Instructors - \$32,600	

OPERATIONS

411 - Communications	7,850
Department phone costs including four dedicated lines (fax and credit card); three pay phones (Crestmoor High School, Belle Air, and Recreation Center); six cellular lines	
412 - Postage	8,000
422 - Transportation Allowance	3,228
441 - Printing & Copy Work	29,000
Professional printing of four (4) Parks and Recreation Brochures - \$23,000	
Mailing of four (4) Parks and Recreation Brochures - \$6,000	

461 - Utilities	80,000
Recreation Center, pool, Belle Air, and Portola facilities	
471 - Office Equipment Maintenance	2,025
Riso duplicator supplies and service contract - \$1,500	
483 - Security System.....	3,480
Recreation Center, gym, swimming pool, and Belle Air	
501 - Dues & Membership	1,120
California Parks and Recreation Society including agency membership for the department and Parks and Recreation Commission	
502 - Meetings & Conferences	1,600
CPRS Annual Conference	
503 - Publications & Subscriptions	500
505 - Staff Training	500
Local and regional training and workshops for 6 staff	
508 - Management Professional Development.....	<u>2,500</u>
Professional Development reimbursement for 4 staff members	
Subtotal	\$139,803
 INTERNAL ALLOCATIONS & TRANSFERS	
576 - Building & Facility Allocation.....	\$113,303
577 - Information Technology Allocation	37,066
578 - Central Garage Allocation	13,193
579 - Transfer to Equipment Replacement.....	5,460
596 - Energy Debt Allocation	<u>11,856</u>
Subtotal	\$180,878
DIVISION TOTAL.....	<u>\$1,170,595</u>

Recreation Services Division
001.65000

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PARKS & RECREATION - PARKS MAINTENANCE DIVISION

The San Bruno Parks & Recreation Services Department is committed to providing quality programs and services to benefit the health and well being of the community. The Parks Maintenance Division provides the maintenance support needed to support these programs and services.

PROGRAMS

The Parks Maintenance Division of the Parks & Recreation Services Department is responsible for the maintenance of all the City's recreational areas, including 18 parks covering 71 acres, 12 baseball and softball fields, 8 soccer fields, 2 football fields, a dog park, several of which are located on 4 different school sites covering 25 acres. The division maintains approximately 10 acres of street medians, approximately 4,700 Street Trees and 128 acres of open space. The division is also responsible for the landscaping at all City facilities and the downtown area. The Parks Division also provides essential logistical support to citywide special events held in City parks and other recreational areas. The primary services provided include:

- **PARKS & PARK FACILITY MAINTENANCE**
The division provides safe and functional parks and recreational facilities for all users.
- **TREE MAINTENANCE**
The division ensures public safety through maintenance of all street, parks, facility landscapes and open space trees.
- **STREET MEDIAN MAINTENANCE**
The division provides maintenance of all landscaped medians throughout the City.
- **BALL FIELD MAINTENANCE**
The division supports 22 sports fields for use by organized sports groups and the general public.

PRIORITY FOCUS

Attain excellence in customer service delivery

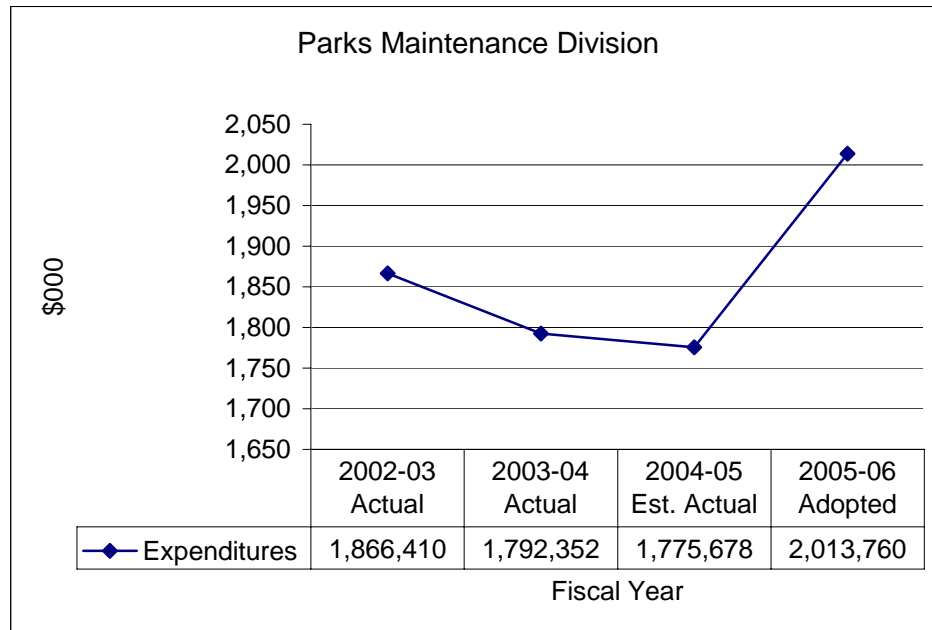
The Parks Division provides a high level of customer service to the public who utilize all of the City's parks and recreational facilities and also to assist the public with questions and concerns regarding the maintenance of both open space and street trees.

Enhance the City's appearance and image in a manner responsive to the community's needs and interests

The division is committed to maintaining all of the City's trees and landscape areas, including parks, medians and right-of-ways, at a level that is responsive to the Community's needs and interest.

Parks Maintenance Division

PROGRAM RESOURCES



REVENUES

The Division generates a small amount of revenues through fees charged for Heritage and Street Tree permits and for field lighting costs associated with night games at Lara Field, Diamonds 2 & 3 and Lions Field totaling \$15,500 in 2005-06.

EXPENDITURES

Approximately 77% of the Parks Division's total operating budget is appropriated for salaries and benefits for full time employees and part time seasonal employees. The remaining share of the operations budget, 23%, accommodates contracts, materials, equipment, supplies, services, and internal service allocations.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Department Director	0.25	0.15	0.15	0.40	0.40
Deputy Director	0.00	0.15	0.15	0.00	0.00
Services Manager	1.00	1.00	1.00	0.85	1.00
Field Supervisor	2.00	2.00	2.00	1.50	1.50
Maintenance Technician I/II	4.00	4.00	3.50	3.50	3.25
Maintenance Worker I/II	12.00	12.00	11.00	10.00	10.00
Executive Assitant	0.00	0.00	0.00	0.40	0.50
Secretary	0.25	0.50	0.50	0.40	0.50
	19.50	19.80	18.30	17.05	17.15

The division has 17 full time employees. These employees are responsible for management, oversight and the maintenance of 18 parks, 10 acres of landscaped street medians, city facility landscaped areas, public right-of-ways, landscapes in public parking areas, and an extensive street tree program, that includes pruning, planting and maintenance.

In 2004-05, the Parks & Recreation Department was reorganized to reflect the addition of Parks and Buildings & Facilities Divisions. The largest portion of the Division's budget is personnel. In 2005-06, one quarter of a full-time maintenance technician position will be shifted over to Buildings and Facilities. This is being done to reflect the actual distribution of resources that the Parks Division has been supplying to cover maintenance of facilities.

2004-05 ACCOMPLISHMENTS

- ✓ Reorganization of Parks Maintenance and Buildings & Facilities Divisions to improve efficiencies and adjust to workload.
- ✓ Developed an Area Management Maintenance Program to address the needs for all areas of landscaped maintenance throughout the City.

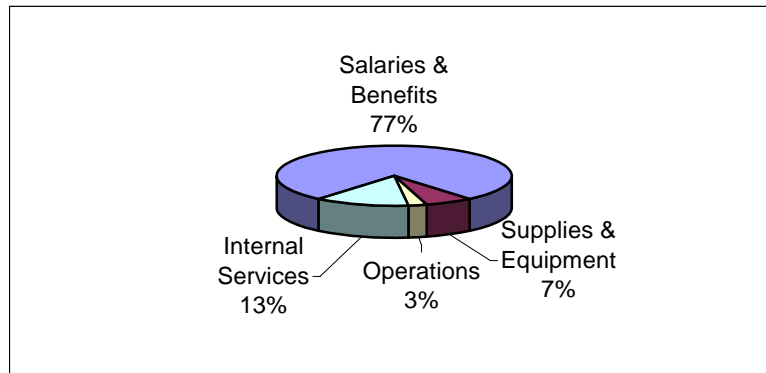
2005-06 GOALS & OBJECTIVES

- ❑ Complete the installation of the public restroom facility at Grundy Park.
- ❑ Implement playground replacement program to upgrade and improve Park play areas.
- ❑ Develop a comprehensive Capital Improvement Program using existing grant and Park In-Lieu funds.

Parks Maintenance Division

- ❑ Create standards and replace equipment for all parks and recreational facilities throughout the City parks system.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$1,442,931	\$1,391,043	\$1,578,272
Supplies & Equipment	131,310	131,010	129,435
Operations	55,966	55,202	49,171
Internal Allocations	252,323	252,323	256,882
	<u>\$1,882,530</u>	<u>\$1,829,578</u>	<u>\$2,013,760</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$1,144,986
111 - Part -Time Temporary	24,675
Includes seasonal employees utilized for parks maintenance during peak season use	
120 - Overtime	12,428
Staffing for off peak season assigned weekend work for the preparation of ball fields and the cleanup of parks and picnic sites at City Park, Grundy, Commodore and Lions Park.	
141 - Special Circumstances Pay	1,000
167 - Management Leave Buy-Out.....	12,233
200 - Employee Benefits.....	<u>382,950</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$1,578,272

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$1,500
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Parks Maintenance Division
001.65010

311 - Gas and Oil.....	22,900
312 - Janitorial Supplies	7,000
Custodial supplies for maintenance of parks restroom facilities	
313 - Uniforms & Safety	11,835
Funding for uniforms, required safety equipment and laundry service for field staff as per MOU	
319 - Hazard Abatement.....	6,800
Pest control and Integrated Pest Management program	
331 - Building, Yard, Shop supply	22,000
Park facility electrical, plumbing & construction supplies - \$9,700	
Irrigation controllers, sprinklers and parts - \$9,800	
Play equipment replacement parts & supplies - \$2,500	
332 - Field, Park Maintenance Supplies	50,000
Replacement landscape furniture, fixtures, maintenance and safety supplies - \$21,520	
Plants, turf, soils & fertilizers - \$13,480	
Ball field supplies, infield mix, and field marking supplies - \$15,000	
338 - Street Trees.....	6,000
Funding for new street trees, tree stakes, root barriers and equipment maintenance of chippers, grinders and chainsaws.	
350 - Tools & Equipment	<u>1,400</u>
Replacement of small power equipment: 1 backpack blower, 1 weed-eater and 1 hedge trimmer	
Subtotal.....	\$129,435

OPERATIONS

411 - Communications.....	\$7,721
Parks fax line and 18 radio/cellular telephones	
461 - Utilities	21,000
Parks Corporation yard, ball field and parks lighting, parks facilities and irrigation controllers	
471 - Office Equipment Maintenance	500
Service and supplies for parks office copier	
476 - Contract Repair	5,000
Repair of specialized equipment such as ball field lighting controls, fencing, welding, concrete repair, plumbing and contract tree maintenance for emergencies	
482 - Mower Repair	3,700
Repair and replacement parts for all small power equipment not covered under the Central Garage allocation	

483 - Security System.....	2,800
Alarm system at Parks Corporation Yard and Lions Park storage facility	
490 - Rentals & Leases	1,500
501 - Dues & Memberships	1,000
ISA, CPRS, and PAPA that track hours for CEU's required for professional licenses	
502 - Meetings & Conferences	400
503 - Publications & Subscriptions	100
California Code of Regulations related to pest control applications	
505 - Staff Training	3,200
Backflow Tester, Playground Safety Inspector, Line Clearance Trimmer, Arborist and Qualified Pesticide Applicator training	
508 - Management Professional Development.....	1,500
509 - Tuition Reimbursement	500
542 - Radio Maintenance.....	<u>250</u>
Subtotal	\$49,171
INTERNAL ALLOCATIONS & TRANSFERS	
576 - Buildings & Facilities Maintenance Allocation	\$15,036
577 - Technology Support Allocation.....	12,142
578 - Central Garage Allocation	86,511
579 - Equipment Replacement Transfer.....	139,653
596 - Energy Debt Allocation	<u>3,540</u>
Subtotal	\$256,882
DIVISION TOTAL.....	<u>\$2,013,760</u>

Parks Maintenance Division
001.65010

PRIORITY FOCUS SERVICE LEVEL ENHANCEMENTS

ENHANCEMENT	TOTAL COST	NEW REVENUE	NET IMPACT ON GENERAL FUND
Parks Maintenance Worker The Maintenance Worker will focus on improving the appearance of street medians throughout the City. This position will be responsible for litter clean-up, weed spraying and removal, irrigation, pest control, and inspection and replacement of plant material. Work will be performed on San Mateo Avenue, El Camino Real, Sneath Lane, and San Bruno Avenue.	\$59,000	0	\$59,000
Total	\$59,000	\$0	\$59,000

PARKS & RECREATION - SENIOR SERVICES DIVISION

The San Bruno Parks and Recreation Services Department is committed to providing quality programs and services to benefit the health and well being of the community. The Senior Services Division provides classes, programs, services and a daily nutrition program and information referral services to seniors 50+.

PROGRAMS

The Senior Services Division of Parks & Recreation works with the San Bruno Senior Citizen's Advisory Board to plan and implement activities and services that enrich the lives of the older adults (50+) in the community.

The appropriation of the General Fund monies in this budget provides for the costs associated with maintaining the Senior Center facility and staffing facility's various programs. The classes and programs that fill the facility are supported by revenue generated from non-General Fund organizations including the Senior Citizen's Advisory Board Operational Trust Fund, the Nutrition Site Council's, and grant funding. (A more detailed of the Division's other funding sources for programs and activities is provided in the supplemental presentation following the Senior Services' General Fund budget.) The primary services provided include:

- **FACILITY USE AND RENTAL**

Approximately 300 community members use the facility daily for classes, programs and drop-in activities. The Senior Center facility is available for rental use for community groups and private parties.

- **AREA AGENCY ON AGING GRANT PROGRAMS**

The Senior Center receives \$59,000 in partial funding for personnel for Congregate Nutrition, Information/Referral and Transportation programs. In addition, the Division purchases and maintains a 20-passenger van to make approximately 5,700 trips per year for 100 frail San Bruno residents.

SUPPLEMENTAL PROGRAMS AND SERVICES

(Funded by Non-General Fund Sources)

- **SPECIAL EVENTS**

Includes a minimum of 3 events per month including lunchtime parties, happy hours, holiday events, rummage sales, Sunday programs and dances and New Years event. Includes trips to Reno, Jackson and other recreation destinations.

- **CONGREGATE NUTRITION PROGRAM**

Program provides major funding for 20,000 congregate lunches per year to 1200 unduplicated clients.

Senior Services Division

- **INFORMATION AND REFERRAL SERVICES**

Provides assistance to more than 900 San Bruno families annually.

- **VOLUNTEER PROGRAM**

Creates volunteer opportunities for approximately 200 community members resulting in more than 40,000 volunteer hours annually. A special Volunteer Appreciation event is held annually.

- **PROGRAMS, SERVICES, CLASSES AND ACTIVITIES**

Includes musicals, discussion groups, dances, tea parties, billiards, card playing, bingo, crafts, health screenings (24 per year), contract classes with San Mateo Adult Education, and senior sports activities including; Bocce Ball, Softball, Billiards, Ping Pong, Tennis, Horseshoes, and Sports Week.

PRIORITY FOCUS

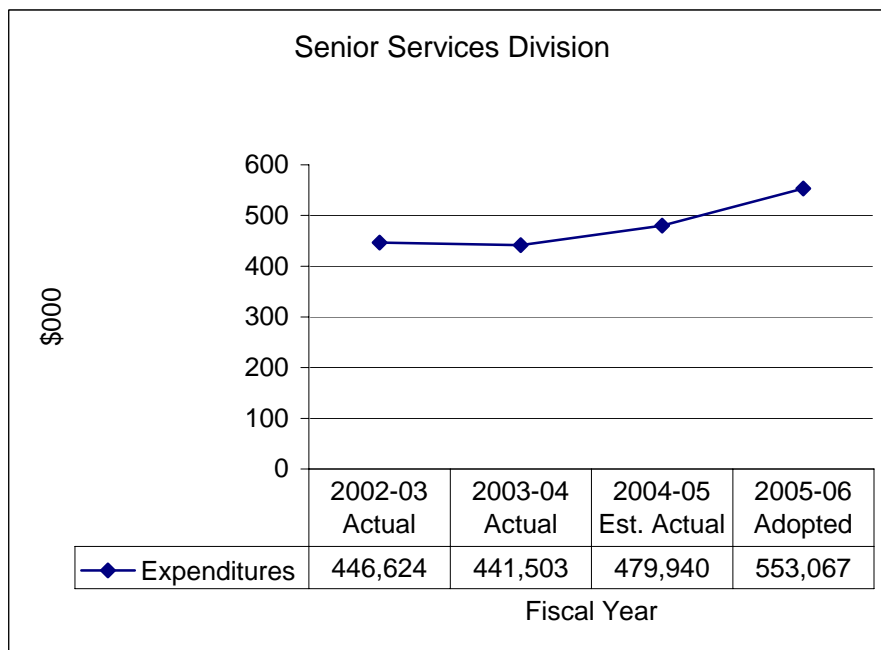
Attain excellence in customer service delivery

The Senior Center provides opportunities for all customers 50+ regardless of ethnic backgrounds. Many participants speak a number of foreign languages with assist others in understanding the services and activities provided.

Senior Center staff and members of numerous senior center committees, as a function of their positions, frequently solicit input from participants in an effort to improve services, activities and opportunities. This information generally is brought to the Senior Citizens Advisory Board for evaluation and direction.

PROGRAM RESOURCES

The General Fund's support of Senior Services is limited to select programs staffing Senior services and maintaining the Senior Center facility. The vast majority of services and activities provided for by a non-general fund source, which includes trips, special events, guest speakers and other activities. This budget does not acknowledge revenues & expenditures related to the Senior Center's non-general fund activities.



REVENUES

With the exception of facility rentals and membership fees, the vast majority of revenues generated by the division income from volunteers, donations, grant funds, and income from programs and services and are not General Fund monies. Those revenues are used to fund the programs, activities, trips and events desired by the community.

In order to provide the programs and services listed above, the Senior Advisory Board Operational Trust Fund and the Non-Profit Nutrition Council undertake fundraising efforts, apply for grants and generate monies as necessary. The General Fund provides 2.50 full time employees to support the programs and activities supported by these organizations. Funds are generated by bingo games, reception area coffee bar, donations, pancake breakfasts, trips and special events.

The General Fund absorbs the cost of two full-time employees (Recreation Services Manager and Recreation Services Supervisor), partial payment (\$30,000) toward a van driver, a Nutrition Site Manager and a Social Services Coordinator combined. The Nutrition Site Council raises funds to supplement the salaries of the Nutrition Site Manager and the Social Services Coordinator and a Lunch Program Receptionist. Approximately 200 individual volunteers accounted for 40,000 hours of volunteer service annually.

Through fundraiser and volunteer hours, enough revenue is generated to recover more than 100% of program costs, excluding General Fund costs. Any excess in funds are utilized to purchase equipment and supplies that the General Fund cannot support. For example, these funds have been used to purchase tables, chairs, a copier, a duplicator, a walk-in freezer, a commercial refrigerator and a coffee bar. Additional future projects include the purchase and installation of a new commercial stove for the kitchen and the remodeling of the Senior Center reception area to make it accessible for people who are wheelchair bound.

Senior Services Division

The total budget for the Senior Services Division is \$1,009,000 with approximately 50% of the budget funded by the General Fund and the remainder funded from a combination of funds generated by the Senior Citizen's Advisory Board Operational Trust Fund and the Nutrition Site Council's Non-Profit.

EXPENDITURES

Approximately 51% of the Division's General Fund operating budget is appropriated to salaries and benefits for full time employees and salaries for part time temporary employees. Less than 2% of the Division's budget is allocated for the supplies and equipment for the programs and services offered. The remaining balance of the operations budget accommodates operations and internal service allocations.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Parks & Recreation Director	0.00	0.00	0.00	0.15	0.15
Recreation Services Manager	1.00	1.00	1.00	1.00	1.00
Recreation Services Supervisor	1.00	1.00	1.00	1.00	1.00
Executive Assistant	0.00	0.00	0.00	0.15	0.15
Secretary	0.00	0.00	0.00	0.15	0.15
	2.00	2.00	2.00	2.45	2.45

The General Fund supports 2.45 full time employees, and partially funds part time staff and facility use. Since Fiscal Year 2004-05, the Parks & Recreation Department has been reorganized to reflect the addition of Parks Maintenance and the Buildings & Facilities Maintenance Divisions. As a result, the Director, Executive Assistant and Secretary positions have been distributed between the Department's four division budgets, Senior Services included. For the Division, these three positions have been allocated on a 15% basis as indicated in the Personnel Summary Chart.

The two part time positions, Nutrition Site Manager and Social Services Coordinator have been upgraded to permanent three-quarter time positions, which reflects 1.5 FTE. This change reflects the organization and program needs of the division and compliance with legal and retirement system requirements.

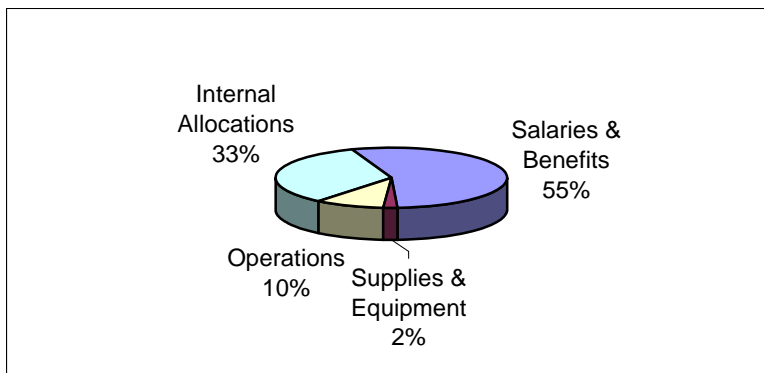
2004-05 ACCOMPLISHMENTS

- ✓ Instituted a voluntary Membership Program to generate additional money for the General Fund
- ✓ Multi-Purpose floor scheduled to be replaced in June, 2005.
- ✓ 11% increase in facility use for regularly scheduled activities and programs.

2005-06 GOALS & OBJECTIVES

- ❑ Explore new opportunities to generate income to sustain classes and programs.
- ❑ Remodel the kitchen to increase the cost-effectiveness of the Congregate Lunch Program.
- ❑ Continue to increase facility use for regularly scheduled activities and rentals
- ❑ Increase senior center membership and other revenues in an effort to achieve revenue goals.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$298,271	\$252,724	\$303,011
Supplies & Equipment	9,570	9,570	9,927
Operations	140,952	135,872	54,950
Internal Allocations	179,714	179,714	185,179
	<u>\$628,507</u>	<u>\$577,880</u>	<u>\$553,067</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$184,243
111 - Part Time Temporary.....	49,000
Nutrition Manager, Social Services Coordinator, Van Drivers, and Building Attendants	
120 - Overtime	1,000
Building Attendant	
141 - Acting Pay	403
167 - Management Leave Buy-Out.....	6,991
200 - Employee Benefits.....	<u>61,374</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$303,011

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$3,000
311 - Gas and Oil.....	3,927
320 - Recreation Supplies	<u>3,000</u>
Senior programs, activities and events	
Subtotal	\$9,927

OPERATIONS

411 - Communications	\$3,000
Office telephones	
Two mobile phones (van drivers and recreation supervisor)	
412 - Postage	750
461 - Utilities	44,000
471 - Office Equipment Maintenance	2,000
483 - Security System.....	2,200
501 - Dues & Membership	700
502 - Meetings & Conferences	600
American Society on Aging (ASA), National Council on Aging (NCOA) and	
California Parks & Recreation Society (CPRS) Conferences	
503 - Publications & Subscriptions	400
505 - Staff Training	300
Grief counseling and staff training	
508 - Management Professional Development.....	<u>1,000</u>
Subtotal	\$54,950

INTERNAL ALLOCATIONS & TRANSFERS

576 - Building & Facility Allocation.....	\$143,746
577 - Information Technology Allocation	17,772
578 - Central Garage Allocation	9,389

Senior Services Division
001.65070

579 - Transfer to Capital Reserve Fund	10,984
596 - Energy Debt Allocation	<u>3,288</u>
Subtotal	\$185,179
 DIVISION TOTAL.....	 <u>\$553,067</u>

**SENIOR SERVICES –
AREA AGENCY ON AGING (AAA)**

PROGRAMS

The Senior Services Division of Parks & Recreation administers grant funding from the Area Agency on Aging to provide meals, nutrition counseling, and limited transportation assistance to the community's senior population. The programs are enhanced by funds generated by the Nutrition Site Council Non-Profit and the Senior Advisory Board to provide value added services to the Senior Center.

EXPENDITURE DETAIL

Account 104.65081

111 - Part-Time Temporary	\$22,000
Partial funding for the Senior Nutrition Manager	
541 - Intergovernmental.....	<u>\$67,000</u>
Senior Center meals	

DIVISION TOTAL.....\$89,000

Account 104.65083

111 - Part-Time Temporary	\$11,000
Partial funding for the Senior Van Driver	

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PARKS & RECREATION - BUILDINGS & FACILITIES MAINTENANCE DIVISION

The San Bruno Parks & Recreation Services Department is committed to providing quality programs and services to benefit the health and well being of the community. The Buildings & Facilities Division provides the maintenance needed to support these programs and services.

PROGRAMS

The Buildings & Facilities Division of the Parks & Recreation Services Department exists to provide a clean and functional work environment for all users of City facilities. This includes repair and maintenance services for municipal buildings and facilities, including routine custodial services for the City Hall, Library, Police Plaza, Recreation Center, satellite recreation centers, Senior Center, Cable Television, two Corporation Yards; periodic repairs and maintenance for two Fire Stations and various miscellaneous public buildings such as the Volunteer Firemen's Hall, Catalpa Storage building, and the Carlton Corners Scout House. These services are provided to user departments on a cost allocation basis. The primary services provided include:

- **CUSTODIAL MAINTENANCE**
Provides routine custodial services for 17 City facilities.
- **FACILITY MAINTENANCE**
Insures proper maintenance and repair is performed on equipment in 17 City facilities.
- **FACILITY MANAGEMENT**
Manages contracts and vendor relationships necessary to ensure that the City's building maintenance needs are being properly met.

PRIORITY FOCUS

Attain excellence in customer service delivery

- The division provides a high level of customer service to the public and employees who utilize all of the City's facilities.

Enhance the City's appearance and image in a manner responsive to the community's needs and interests

- The main goal of the division is to provide a clean and safe work environment for the public and employees in every City facility.

Buildings & Facilities Maintenance Division

PROGRAM RESOURCES

For 2005-06, the Division will further refine the way that it delivers essential services with the present staffing levels through staff training. This will include schedule annual maintenance of buildings and facilities needs to insure longevity of these facilities.

REVENUES

The Buildings & Facilities Division is funded by internal allocations from both General Fund and Enterprise Fund Departments. There are no revenue components to this division.

EXPENDITURES

Approximately 49% of the Buildings & Facilities Division total operating budget is appropriated for salaries and benefits for full time employees. The remaining share of the operations budget provides for contracts, materials, equipment, custodial supplies, services, and internal service allocations.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Department Director	0.03	0.03	0.03	0.10	0.10
Deputy Director	0.05	0.05	0.05	0.00	0.00
Services Manager	0.67	0.67	0.67	0.15	0.15
Field Supervisor	0.00	0.00	0.00	0.50	0.50
Custodial Services Leader	0.00	0.50	0.50	0.00	0.00
Maintenance Technician I/II	0.50	0.50	0.50	0.50	0.75
Custodain I/II	5.50	7.50	7.50	5.00	5.00
Executive Assistant	0.00	0.00	0.00	0.10	0.00
Secretary	0.00	0.00	0.00	0.10	0.00
	6.75	9.25	9.25	6.45	6.50

The Building and Facilities Division consists of 6.70 full time employees. These employees are responsible for providing preventative maintenance and repair of all City buildings and facilities. Parks & Recreation management and clerical support staff provide oversight and management of budget, contracts and vendor relationships necessary to ensure that the City's facility maintenance needs are being properly met and to provide oversight, guidance, and professional management for Capital Improvement Projects involving building and facility construction or remodels.

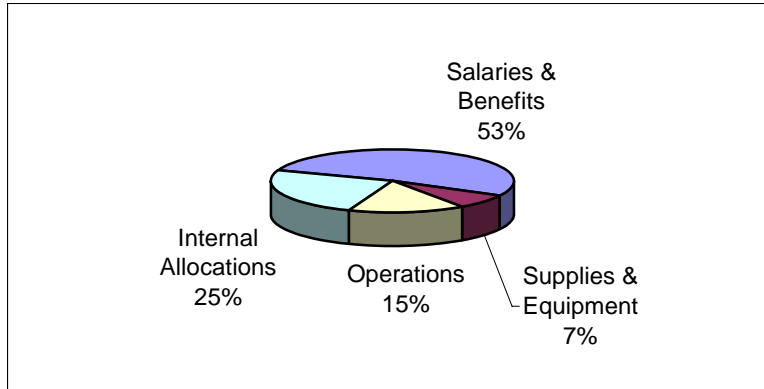
2004-05 ACCOMPLISHMENTS

- ✓ Successfully reorganized the Division and modification of service delivery to meet budgetary reductions and still maintain facilities at an acceptable level.
- ✓ Reduce Contract Service cost for repairs and services by utilizing in house staff to perform these services.

2005-06 GOALS & OBJECTIVES

- ❑ Work closer with user Departments to provide adequate custodial support with decreased resources.
- ❑ Provide more training opportunities for custodial staff through vendors and manufactures to improve efficiencies of maintenance capabilities.
- ❑ Establish a preventative maintenance program that services the needs of the City's inventory of buildings and facilities.
- ❑ Assist user departments in a comprehensive review of City facility maintenance needs and operational requirements

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$369,983	\$357,002	\$425,834
Supplies & Equipment	49,600	57,832	60,300
Operations	145,025	131,025	126,025
Internal Allocations	201,619	201,728	201,998
	<u>\$766,227</u>	<u>\$747,587</u>	<u>\$814,157</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$311,725
122 - Overtime	4,000
Personnel required to work scheduled overtime for services outside of normal custodial duty shifts	
200 - Employee Benefits.....	<u>110,109</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$425,834

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$500
311 - Gas and Oil.....	1,700
Reflects a 5% increase in the cost of fuel	
312 - Janitorial Supplies	32,000
Custodial cleaning materials and supplies for maintenance of all City facilities including restrooms, kitchens, public areas, meeting rooms and offices.	

313 -	Uniforms & Safety	3,000
	Uniforms, required safety shoes and equipment, and laundry service for field staff as per MOU	
331 -	Building, Yard, Shop supply	20,100
	Replacement parts and supplies needed to make electrical, plumbing and building repairs for all City facilities as performed by City staff	
350 -	Tools & Equipment	<u>3,000</u>
	Replacement of small power equipment such as carpet extractor and vacuumed cleaners for all facilities and modular furniture for Senior Center.	
	Subtotal	\$60,300

OPERATIONS

411 -	Communications.....	\$2,200
	Pagers	
423 -	Mileage Reimbursement.....	200
461 -	Utilities	35,000
	City Hall utilities	
471 -	Office Equipment Maintenance	225
	Parks office copier	
473 -	Building, Shop, Yard Contracts	40,000
	Preventative maintenance contracts for buildings (HVAC systems, pest control, automatic and other doors, elevators, and generator systems)	
476 -	Contract Repair	45,700
	Repair work required by outside contractors, such as plumbers, electricians, , HVAC technicians, including costs of parts and materials supplied	
483 -	Security System.....	2,000
	City Hall security	
501 -	Dues & Memberships	200
502 -	Meetings & Conferences	250
505 -	Staff Training	<u>250</u>
	Subtotal	\$126,025

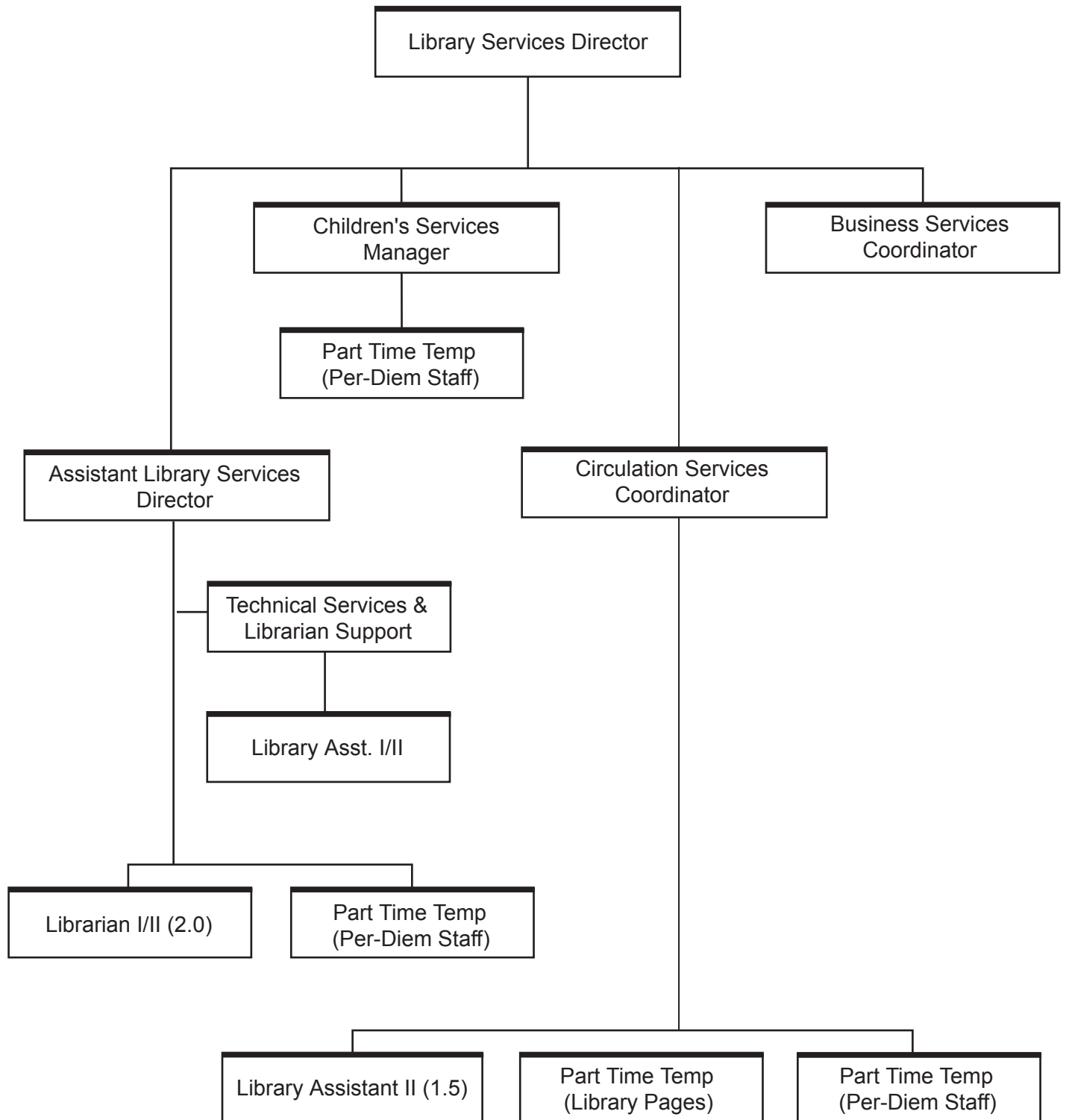
Buildings & Facilities Maintenance Division
702.67020

INTERNAL ALLOCATIONS & TRANSFERS

577 - Technology Support Allocation	\$5,454
578 - Central Garage Allocation	6,392
579 - Equipment Replacement Transfer	136,932
596 - Energy Debt Allocation	<u>53,220</u>
Subtotal	\$201,998
 DIVISION TOTAL.....	 <u>\$814,157</u>

LIBRARY SERVICES

LIBRARY SERVICES



LIBRARY SERVICES

The San Bruno Public Library provides materials and services of popular interest to the community, emphasizing and encouraging reading by children, supplementing the educational needs of the community, and furnishing timely, accurate information.

Our mission statement is anchored by the following assumptions:

*A responsibility to offer free Library service
The City's commitment to a municipal Library
Responsiveness to the community
Utilization of modern technology
Cooperative efforts with other City departments, other libraries, and other agencies
Commitment to intellectual freedom for all*

PROGRAMS

The San Bruno Public Library offers Library services to San Bruno residents in cooperation with the Peninsula Library System, a consortium of all public and community college libraries in San Mateo County. Library staff serves on 6 overlapping, cross-functional teams organized to optimize productivity, communication, and flexibility toward the ultimate goal of exceptional customer service, providing 59 open hours of Library services per week. The primary services provided include:

- **CIRCULATION SERVICES**
Provides materials circulation, issuance of new library cards, fills materials reservations, and maintains usage statistics.
- **CHILDREN'S/YOUNG ADULT SERVICES**
Plans numerous story times, class visits, and Summer Reading Club activities. Also oversees collection purchases for children and young adults.
- **INFORMATION SERVICES**
Answers reference questions, provides database services (remote and in-house), and Internet sign-ups.
- **OUTREACH SERVICES**
Provides delivery and pickup of library materials for any person who, for reasons of health, cannot come to the Library and does not have someone available to pick up their library materials. Other services include tours of the library facilities, high school visits, Teen Advisory Board meetings, Book Club activities, and a newsletter subscription.
- **TECHNICAL SERVICES**
Is responsible for adult collection purchases and processing, computer support, materials de-selection and overall collection maintenance.
- **LIBRARY OPERATIONS**
Oversees budget and personnel management and implements the capital improvement project to assure an adequate facility to meet community needs.

PRIORITY FOCUS

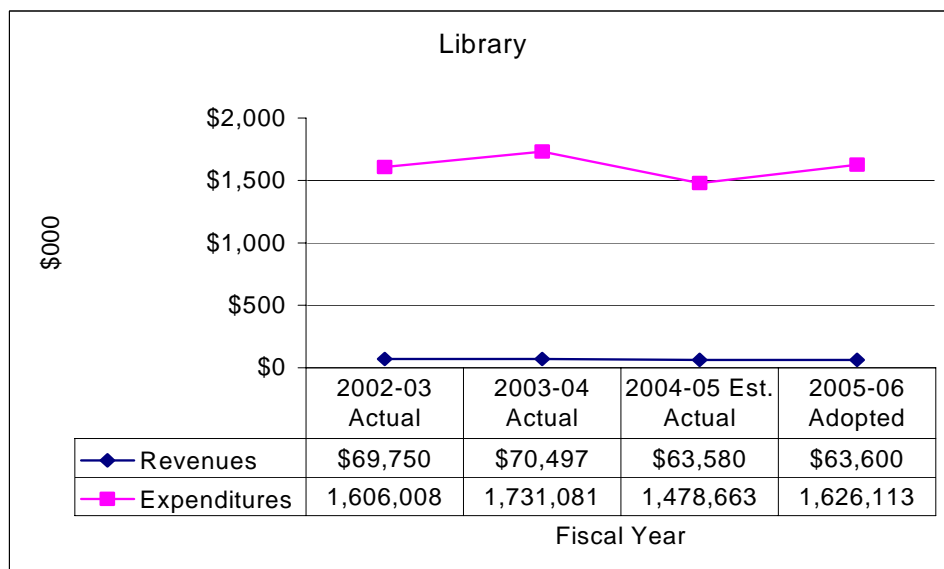
The Library currently strives to provide a level of service that is commensurate with the City Council's priorities of a strong economic focus, excellence in customer service delivery, and enhancement of the city's appearance and image. Furthermore, the department goals for the fiscal year include additional program offerings that will seek to maintain and promote these priorities at the department level.

To support a strong economic focus, the Library will coordinate with the San Bruno Chamber of Commerce as well as the Peninsula Library System's Business Specialist to help local businesses maximize the free resources that are available within San Mateo County and beyond. In continuing to strive for excellence in customer service delivery, the Library will be providing both technical and educational enhancements to San Bruno residents. The new Innovative Interfaces Millennium Integrated Library System due to debut in late August 2005 will provide several customer service enhancements; allowing users to search library materials more effectively, pay fines remotely, and allow staff to get items to the shelves faster. In addition, new Internet computers equipped with Microsoft Office, and new wireless Library catalogs will provide a high level of customer benefit. The Library will also be creating a standalone teen materials collection and piloting a bilingual Spanish/English story-time to more effectively serve users. The Library's physical image will also be addressed as progress is made on further capital improvements in addition to those that have already been completed. These improvements include: the installation of new audiovisual shelving, new children's furniture, and compact shelving.

PROGRAM RESOURCES

During 2004-2005 the Library saw an overall increase in Library circulation. While individual visits were down slightly, the number of items being checked out rose. Sunday closures it appears, resulted in a redistribution of checkouts occurring more frequently during the week, thus necessitating a deployment of staff to cover the busier time slots.

The Department's programs require total resources in its expenditure budget of \$1,639,144 and workforce of 10.50 authorized full-time employees, supplemented by part-time temporary employees who fill the positions of Library Pages and per-diem personnel.



REVENUES

In addition to monies received from Departmental fines and fees, the Library utilizes several approaches to capture revenue. The Peninsula Library System continues to contract with Unique Management, a Library-specific collection agency. Automated payment machines for printing, and new User Account software for Internet terminals continue to allow the Department to collect more fees up-front, rather than trying to collect fees at the end of a transaction. In addition, the Library is aggressively pursuing State and Federal grants that would augment the materials budget to offset previous mandated budget reductions.

The Library is also continuing to capture monies from State Library reimbursements for interlibrary-loan transactions. It is estimated that the City of San Bruno will be reimbursed approximately \$64,000 in fiscal year 2005-06. This amount however, has decreased significantly from prior years as the California State Library has approved a 50% withholding from each reimbursement payment. Full payments will be made only if sufficient funds remain in the appropriation. For the second time, this year's budget also includes a \$75,000 transfer from this fund into the Library's general fund operating budget. Historically, these funds have been reserved for a new Library building project. This transfer allows the Library to continue its current operating hours of 59 hours per week for this fiscal year.

EXPENDITURES

The Department's major non-personnel expenditures necessary to the delivery of Departmental programs are the materials budget allocation of \$140,200, and contract services in the amount of \$110,153. The allocation to purchase library materials remains at its reduced level, down from \$152,200 during the 2002-2003 fiscal year, thus substantially diminishing the purchasing power for new materials. Peninsula Library System membership and fees have increased by 4%. This increase reflects the costs associated with the migration to Innovate Interfaces Millennium, the new integrated library system that will be implemented in August 2005. Also reflected in the increase are new, system-

Library Services Department

wide database services such as Overdrive, which provides downloadable audio books via computer for Library users.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
Library Director	1.00	1.00	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00	1.00	1.00
Children's Services Manager	1.00	1.00	1.00	1.00	1.00
Technical Svcs/Support Librarian	1.00	1.00	1.00	1.00	1.00
Library Services Coordinator	2.00	2.00	2.00	2.00	2.00
Librarian I/II	3.00	3.00	2.00	2.00	2.00
Library Assistant I/II	4.13	4.13	2.50	2.50	2.50
	13.13	13.13	10.50	10.50	10.50

The largest part of the Department's budget is personnel. In 2003-04, the City Council eliminated 2.63 full-time equivalent positions, reducing the number of authorized full-time personnel to 10.50. In addition to the regular employees, the Library has a part-time temporary personnel budget, of which approximately 60% is used for per-diem personnel and 40% for Library Pages. This allocation was reduced to reflect the savings realized by closing the Library on Sundays.

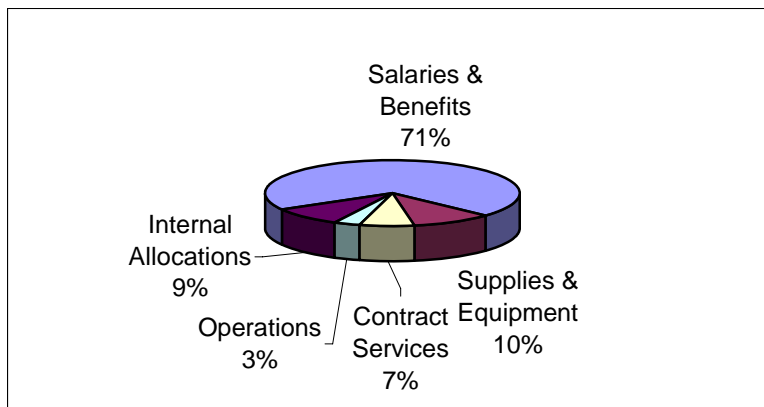
2004-05 ACCOMPLISHMENTS

- ✓ Circulated 149,193 books and 75,097 audio/visual materials to date. Circulation has increased 7.5% overall for the year so far.
- ✓ Issued 1,157 new cards to date.
- ✓ Installed wireless Internet access.
- ✓ Installed new audiovisual shelving for easier access to CDs, videos, and audio books.
- ✓ Installed automatic payment machine, allowing users to set up self-service printing accounts for Internet use.
- ✓ As part of PLS, introduced the Overdrive downloadable audio book service.
- ✓ Registered 747 participants in the Summer Reading Club, and had 970 in attendance at weekly Summer Reading programs. Participants read or listened to a total of 9138 books.
- ✓ Worked with Capuchino High School on two freshman English assignments as well as providing annual assistance with the High School Summer Reading Lists.

2005-06 GOALS & OBJECTIVES

- ❑ The Library, as a member of the Peninsula Library system, will be participating in the implementation of a new Integrated Library System (Innovative Interfaces Millennium) to replace the Dynix system currently in use. The Integrated Library System is the technical backbone of Library operations and is used in all day-to-day activities, including circulation, technical services, children's services, and information services. The new system will fundamentally change the way in which the Library conducts business. New features will allow advances in customer service including the ability for users to pay fines online.
- ❑ The Library will be creating a standalone teen collection to be housed in the main Library reading room. The collection will house fiction, non-fiction and graphic novels. Students from the Teen Advisory Board will assist in making purchase suggestions for the new collection and help in setting it up.
- ❑ The Library will replace the public Internet terminals with new PCs, which will also come with Microsoft Word, Excel, and Powerpoint. This will mark the first time that Microsoft Office products will be available to the public at the San Bruno Library.
- ❑ Using the new wireless Internet access, the Library will provide catalog terminals on the main and second floors, allowing users to search the catalog closer to where Library collections are housed.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$1,068,451	\$1,042,978	\$1,143,510
Supplies & Equipment	166,800	166,800	167,670
Contract Services	105,917	105,917	110,153
Operations	54,144	50,751	56,684
Internal Allocations	143,619	143,619	148,096
	<u>\$1,538,931</u>	<u>\$1,510,065</u>	<u>\$1,626,113</u>

SALARIES & BENEFITS

101 - Regular Salary	\$772,900
102 - Regular Part Time	24,716
111- Part-Time Temporary	139,392
122 - Overtime	1,000
141 - Acting Pay	1,500
143 - Other Pay	1,800
200 - Employee Benefits.....	<u>202,202</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$1,143,510

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$20,600
Library: supplies for the processing and cataloging of Library materials, including security tags and devices - \$20,000	
CAC: supplies and materials, including paper, binders, and business cards - \$600	
318 - Library Books & Material	140,200
Adult Books & Audiovisual Materials - \$72,000	
Children's/Teen Books & Audiovisual Materials - \$37,000	
Reference Materials - \$18,000	
Subscriptions - \$13,200	
350 - Tools and Equipment.....	<u>6,870</u>
Network Printers for Children's and Adult Internet Cluster - \$3,200	
Server and Server Licenses for Public Terminals -\$3,670	
Subtotal	\$167,670

CONTRACT SERVICES

409 - Other Services – Miscellaneous	\$110,153
Peninsula Libraries Automated Network - \$84,207	
Project Read - \$7,000	
Peninsula Library System Membership - \$10,710	
OCLC (Online Computer Library Center, Inc.) - \$4,000	
Innovative Millennium Migration - \$4,236	

OPERATIONS

411 - Communications	\$8,056
412 - Postage	1,000
422 - Transportation Allowance	3,228
423 - Mileage Reimbursement.....	900
461 - Utilities	28,200
471 - Office Equipment Maintenance	1,400
483 - Security System.....	1,000
501 - Dues & Memberships	1,400
Library: American Library Assn., California Library Assn., Assn. of Children's Librarians, Bay Area Library and Information Network (BayNet), San Mateo County Historical Assn., California Historical Society, Council on Library/Media Technicians	
CAC: local, regional, and statewide art associations and organizations	

Library Services Department
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502 - Meetings & Conferences	5,500
Library:	
Peninsula Library System meetings/workshops throughout the year - \$2,000	
California Library Association conference - \$1,000	
American Library Association conference - \$1,500	
CAC: local art meetings and conferences - \$1,000	
523 - Special Projects/Events.....	<u>6,000</u>
After-School Specials - \$2,500	
Story times - \$1,000	
Summer Reading Program - \$2,500	
Subtotal	\$56,684
INTERNAL ALLOCATIONS & TRANSFERS	
576 - Buildings & Facilities Maintenance Allocation	\$78,001
577 - Technology Support Allocation.....	38,176
579 - Equipment Replacement Transfer.....	11,075
596 - Energy Debt Allocation	<u>20,844</u>
Subtotal	\$148,096
GRAND TOTAL	<u>\$1,626,113</u>

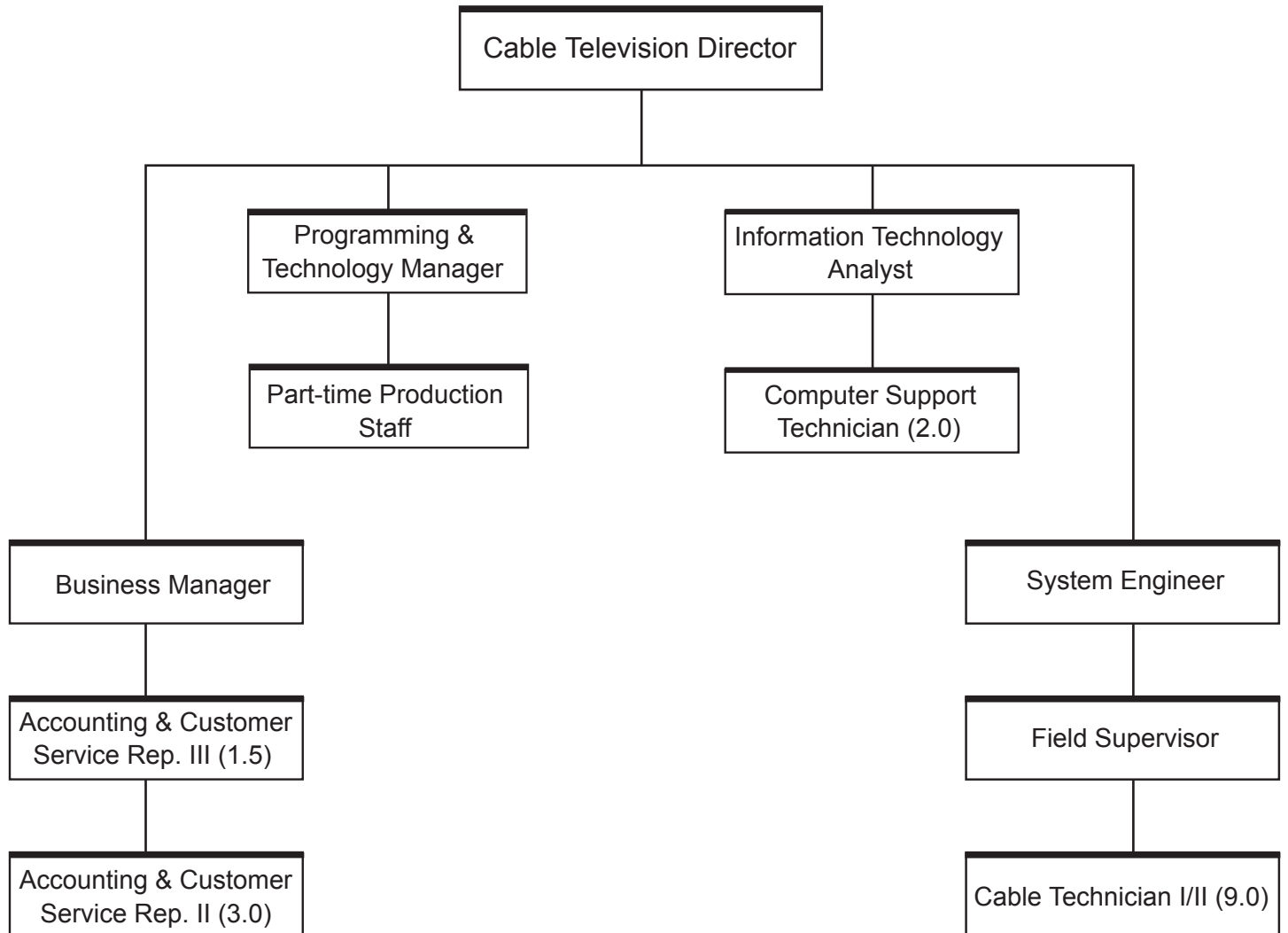
CABLE TELEVISION DEPARTMENT

OPERATIONS DIVISION

LOCAL ORIGINATION DIVISION

TECHNOLOGY SUPPORT DIVISION

CABLE TELEVISION DEPARTMENT



CABLE TELEVISION - OPERATIONS & LOCAL ORIGINATION DIVISIONS

San Bruno Cable Television Department provides a full suite of broadband services including Basic Cable, Premium Cable Programming, Local Origination, Digital Cable, Pay-Per-View Programming, High Definition Television and High Speed Internet Services over a state-of-the-art hybrid fiber/coax cable network at very competitive rates while attaining excellence in customer care and service.

PROGRAMS

The Cable Television Department is an enterprise of the City of San Bruno. The Department delivers a full suite of broadband video and data services through a state-of-the-art Headend over nearly 100 miles of hybrid fiber/coax cable plant. Cable staff consists of 17 full-time and 2 part-time employees who strive to provide excellent customer service. The Cable Department endeavors to stay abreast of the latest developments in the Cable Television industry and to continuously enhance the value of the cable system. Every effort is made to control operating expenditures through effective contract negotiations, shopping for the best price on capital equipment purchases, and managing plant repair and maintenance costs. The primary services provided include:

- **EXCELLENT CUSTOMER SERVICE**
The Department provides quality programming in a diversified format while striving to offer timely and efficient service at a fair and reasonable rate.
- **A STATE OF THE ART DELIVERY SYSTEM**
The Department makes every effort to research and acquire the latest advancements in cable technology to offer the best service to the public. The Department is also quick to take advantage of any cable plant expansion opportunities by working closely with area developers to ensure the availability of San Bruno Cable in every residence, multiple dwelling units or commercial establishment within City limits.
- **ANALOG AND DIGITAL CABLE PROGRAMMING**
The System has the capacity to deliver 117 channels of analog programming. However, through Digital compression 277 channels are featured on the current programming lineup, consisting of 84 analog and 193 digital channels of programming.
- **HIGH-SPEED INTERNET SERVICE AND HDTV**
Cable's Internet service is competitively priced in comparison to other Internet service options. High Speed Internet and High Definition Television (HDTV) services continue to show strong demand and growth potential.
- **TELEVISION COVERAGE OF COMMUNITY EVENTS**
The Local Origination wing of the Cable Department responsibly tapes and airs meetings of the San Bruno City Council, City Commissions, School Board, high school sporting events and other local events and festivals, and broadcasts public service announcements.

Cable Television Operations & Local Origination Division

The Cable Television Department is expected to end fiscal year 2004-05 with 10,993 Basic customers, 1,200 Digital customers, 3,500 High Speed Internet customers, 350 High Definition Television customers and 315 customers receiving the low-income discount. The Department continues to face strong competition from satellite service providers. A common reason for disconnect of service has been from people moving out of the area. Digital Cable, High Speed Internet and High Definition Television services are expected to increase by 395, 650 and 259 subscribers, respectively by the 2004-05 fiscal year end. The Department will launch Video on Demand service in Fall 2005.

In late 2004, the Cable Department outsourced its Internet Technical Support services due to turnover in staffing. Today, a contractor provides both the Network Operations Center function and the 24/7 technical support services. Also, during the fourth quarter, the Internet Network hardware was upgraded to support the high demand for the service, and to enhance reliability, capacity and scalability of the Internet network. The new network platform is capable of handling Wireless Internet and Voice over Internet Protocol services should the City decide to move in that direction.

For 2004-05, the Department is expected to collect and remit nearly \$355,000 in in-lieu Franchise Fees, and make an Equity Earnings Transfer of about \$709,000 to the General Fund.

PRIORITY FOCUS

The Cable Department is pursuing several initiatives directed at developing and maintaining a strong economic base in the community. The Cable Department will continue to extend the cable plant to serve the new real estate developments in San Bruno. Cable plant has been extended to the Marisol subdivision, Meridian Apartments at the Crossing, and the Tanforan Mall. The Cable Department is currently working with the developer of the Village at the Crossing project. Future projects at the Crossing, SkyCrest development and the like will all be pursued.

The Cable Department will develop a Commercial Data/Internet business model to serve the San Bruno business community. In addition to the Commercial Data/Internet business, staff will explore the deployment of new services such as Wireless Internet and Voice services, which will not only enhance the inherent value of the Cable Television System, but also motivate businesses to locate in San Bruno. Staff will also explore the possibility of leasing dark fiber to businesses that are interested in developing point-to-point data connections. Programs will be produced to promote local programming to City services and the business community.

As an active member of the Chamber of Commerce, San Bruno Cable participates in Chamber events such as the Autumn Fest and San Bruno Business Expo.

The Cable Department has a history of providing excellent customer service, and for bringing the latest advancements in Cable Television technology to the public at fair and reasonable prices. More recently, the Department expanded its Internet Technical support to include toll free 24/7 phone support. The bandwidth to the Internet was increased to an OC-3 circuit, tripling existing capacity. The networking equipment for the Internet service was also upgraded to ensure consistent network performance that caters to every type of Internet user.

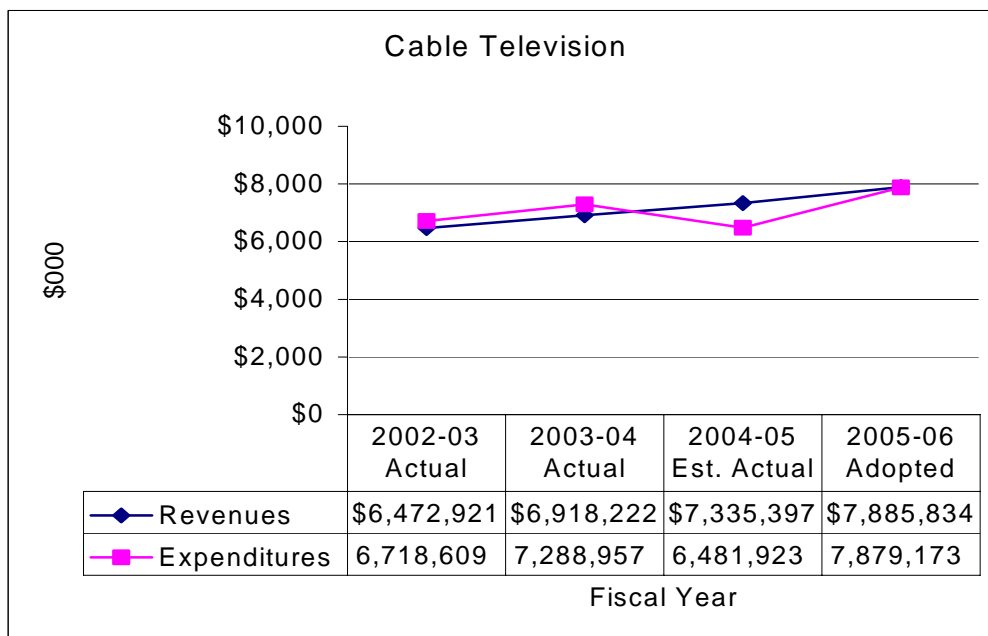
The Cable Department will implement customer service training initiatives that are based on Core Values of the City. An on-line bill presentation and payment option will be activated in the billing system to enhance customer experience. Every effort will be made to keep the departmental web sites updated with the latest information. The programming content on San Bruno Channel 11 will be expanded to keep the public informed about goings-on in the City. Customers will receive prompt response to feedback provided through standard mail, e-mail and by telephone call. The feedback information will be tracked and analyzed to determine whether the Department meets quality of service and customer service standards of the City.

The Cable Department actively participates in community events, and supports local organizations that promote quality of life in San Bruno. For example, the Department partakes in the annual Operation Clean Sweep event, and makes contributions to many local kids sports leagues.

Every effort is made to keep the cable facilities and other operating areas free of litter and graffiti. Cable's electronic bulletin board on El Camino Real is well maintained and displays up-to-date information for the public. City vehicles are serviced at proper intervals and are presentable to the public. City employees are well trained, and attired in City issued uniforms to project a professional image to the public.

PROGRAM RESOURCES

On March 31, 2005, the Cable Television Fund balance stood at a deficit of \$165,493, and the System Replacement and Equipment Replacement Funds maintained balances of \$368,857 and \$403,557, respectively. The Local Origination Fund maintained a fund balance of \$123,364. In total, the Cable Department's net cash position increased by \$530,851 to \$730,285 between July 1, 2004 and March 31, 2005.



Cable Television Operations & Local Origination Division

During 2005-06, the Cable Department is expected to generate \$7,885,834 in revenues and incur \$7,853,770 in expenditures. The anticipated net cash flow from operations of \$32,064 in 2005-06 will reduce the deficit in the Cable Television Fund to \$133,429.

The funding of Local Origination division will remain at \$1.25 per subscriber per month, resulting in a total transfer of \$160,876 from the Cable Television Fund to the Local Origination Fund.

REVENUES

The Cable Department derives the majority of its revenue from the various video service packages, Internet service, cable installation revenue, and from advertising sales. The product lineup includes Basic Cable, Digital Cable, Premium Services, Pay-Per-View, High Definition Television and High Speed Internet services. The Department is expected to generate \$7,885,834 in gross revenue during 2005-06, which is 8.43% or \$612,872 more than the previous year. Approximately \$270,000 of this new revenue will be raised through a \$2.18 rate increase on Preferred Basic and related packages to take effect on July 1, 2005. The Preferred Cable rate will increase from \$39.52 to \$41.70 per month. The Limited Cable rate will remain unchanged at \$18.80 at this time.

REVENUES

Basic Services.....	\$4,939,998
Premium Services	619,792
International Services.....	38,323
Pay-Per-View Services.....	38,733
Video On Demand.....	35,636
Cable Modem Services	1,367,388
Digital Cable Services	286,420
Advertising Sales.....	285,127
Non-programming Services.....	<u>435,293</u>
TOTAL REVENUES	8,046,710
Transfer to Local Origination	<u>(160,876)</u>
NET REVENUES	<u>\$7,885,834</u>

EXPENDITURES

The large operating expenditure line items of the Cable Department include affiliate license fees, personnel costs, purchase of new equipment and equity earnings transfer to the General Fund. The affiliate license fees expenditure is expected to increase by \$359,730 or 13.5% from \$2,677,728 to \$3,037,458. Internet service cost is increasing by about \$60,000 from the expansion of Internet technical support from 8-5, Monday through Friday only service to 24/7 support service. Equity Earnings Transfer will remain at 10% of revenues, but the annual transfer is expected to increase by about \$78,000 to \$788,583. Capital Reserve funding for 2005-06 will remain at \$84,000.

Over the last few years, the Department has seen a steady loss of Basic Cable subscribers to satellite service and to churn in the hot housing market. Staff will be arranging an independent subscriber audit of the System to assess the level of satellite service penetration in San Bruno and to build an accurate inventory of homes that are currently not served by San Bruno Cable. This information will be extremely useful in designing effective marketing campaigns. The total cost of the one-time audit of the system is estimated at \$25,000.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Adopted
CATV Director	1.00	1.00	1.00	1.00	1.00
System Engineer	1.00	1.00	1.00	1.00	1.00
CATV Business Manager	1.00	1.00	1.00	1.00	1.00
Data Network Manager	1.00	1.00	1.00	1.00	0.00
Programming and Network Mgr.	1.00	1.00	1.00	1.00	1.00
CATV Supervisor	1.00	1.00	1.00	1.00	1.00
CATV Technician III	0.00	0.00	0.00	0.00	3.00
CATV Technician II	3.00	3.00	3.00	3.00	0.00
CATV Technician I	6.00	6.00	6.00	6.00	6.00
CCSR III	1.50	1.50	1.50	1.50	1.50
CCSR III	3.00	3.00	3.00	3.00	3.00
	19.50	19.50	19.50	19.50	18.50

The Department is comprised of 17 full-time and 2 part-time employees. The Data Network Engineer position will be eliminated reducing staffing level by one full-time position, but two vacant positions, the Business Manager and a CATV Technician, will be refilled. Total Personnel cost, including salaries and benefits, is expected to increase by \$338,762 to \$1,710,291.

2004-05 ACCOMPLISHMENTS

- ✓ Realigned the channel lineup to comply with programming contract provisions, and to make program selection easier for the customer by grouping channels by genre such as sports, news, family, music, etc.

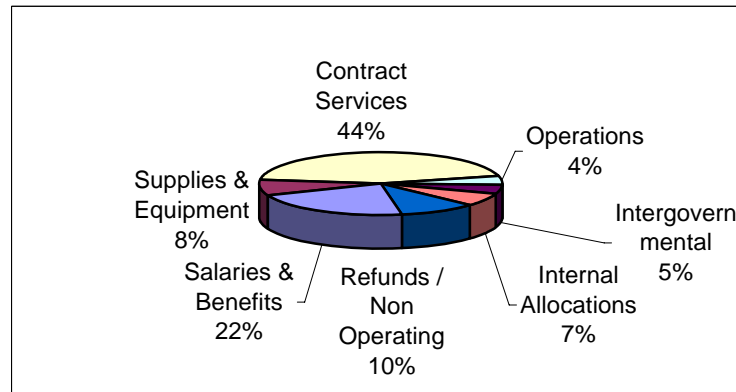
Cable Television Operations & Local Origination Division

- ✓ Reconfigured service and package codes in the billing system to facilitate better management of subscriber activity.
- ✓ Outsourced Internet technical support to expand coverage from 8 – 5, Mon – Fri service only to 24/7 service.
- ✓ Upgraded Internet bandwidth circuit from DS-3 to OC-3, tripling the bandwidth, while lowering current costs.
- ✓ Upgraded Internet Network equipment to improve reliability, capacity and scalability.
- ✓ Growth in Digital, Internet and High Definition Services of 395, 650 and 259 subscriber, respectively.
- ✓ Extended cable plant to the Marisol subdivision, Meridian Apartments at the Crossing and the Tanforan Mall adding 400 additional homes passed.
- ✓ Active participation in the City sponsored and Chamber of Commerce events.

2005-06 GOALS & OBJECTIVES

- ❑ Launch Video on Demand (VOD) Services by Fall 2005.
- ❑ Explore deployment of Voice over IP and Wireless Internet services.
- ❑ Expand Local Origination programming on San Bruno Channel 11 to promote City services and local businesses.
- ❑ Ensure high customer service standards that reflect Core Values of the City.
- ❑ Promote core Cable Services and generate new customers.
- ❑ Effectively manage the business to meet the City's priority focus and budget goals.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$1,705,697	\$1,332,498	\$1,707,195
Supplies & Equipment	335,350	324,129	641,682
Contract Services	3,142,653	2,909,080	3,476,733
Operations	348,750	293,658	347,449
Intergovernmental	418,954	378,900	367,982
Internal Allocations	532,093	532,654	534,549
Refunds/Non Operating	770,500	711,004	803,583
	<u>\$7,253,997</u>	<u>\$6,481,923</u>	<u>\$7,879,173</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$1,146,132
102 - Regular Part-Time Salary	93,735
120 - Overtime	51,400
141 - Special Circumstances Pay	3,000
143 - Other Pay	800
167 - Management Leave Buy-Out.....	22,115
200 - Employee Benefits.....	<u>390,013</u>
PERS Retirement, Medicare/FICA, Deferred Compensation, Insurances	
Subtotal	\$1,707,195

Cable Television Operations Division
641.66410

SUPPLIES & EQUIPMENT

301 - Office Supplies	\$16,500
311 - Gas and Oil.....	11,000
313 - Uniforms and Safety Equipment.....	7,600
314 - Field Supplies	56,800
323 - Electronic Maintenance	9,000
Repairs of Digital Set-top boxes, plant and headend equipment	
350 - Tools and Equipment.....	537,282
Small Tools - \$7,200	
Eighty Deep Cycle Standby Batteries - \$10,000	
Sweep Meter Upgrade for 2 Units - \$9,400	
Five Digital Field Strength Meters - \$25,000	
Two RF Television Modulators - \$9,300	
Two C-COR Fiber Optical Nodes - \$9,000	
Six Video Satellite Receivers - \$12,000	
Two Headend Launch Amplifiers - \$2,500	
Emergency Power Generators - \$10,000	
Two Digital 8VSB Receivers - \$5,000	
MPS-B4 Upgrade - \$9,200	
Two C8U Upconverters - \$4,300	
Two Digital Video Satellite Receivers - \$5,300	
Power Supply for Fiber Optic Transmitters - \$1,182	
Two Low Noise Block Amplifiers - \$600	
DTS-200 QAM, ASI, Gigabit Analyzer - \$60,000	
Feed Horn Assembly for Simulsat - \$500	
Cable Modems (600) - \$28,800	
Two Cisco Gigabit Switches - \$12,000	
250 Units of DCT 2500 set-top boxes - \$61,000	
250 Units of DCT 6200 HD set-top boxes - \$100,000	
150 Units of DCT 6200 HD - \$90,000	
250 Interdiction Modules - \$25,000	
Storage for 1,000 hours of VOD content - \$40,000	
351 - Office Equipment & Furnishings	<u>3,500</u>
Subtotal	\$641,682

CONTRACT SERVICES

402 - Outside Legal Services.....	8,000
407 - Internet Access Fee.....	382,275
Internet backbone - \$156,000	
Internet Technical Support - \$226,275	

408 -	Affiliate Contracts	3,037,458
	National Cable Television Coop Programming License Fees - \$2,837,458	
	Non-NCTC Programming License Fees - \$250,000	
409 -	Other Services – Miscellaneous	<u>49,000</u>
	Answering Service - \$3,000	
	Bill Presentation - \$7,500	
	Security alarm - \$3,000	
	TSQ/PPV Processing - \$3,000	
	Credit Card/ACH Processing Fee - \$7,500	
	Independent field audit - \$25,000	
	Subtotal	3,476,733
OPERATIONS		
411 -	Communications.....	20,789
412 -	Postage	58,916
423 -	Travel/Vehicle Use	1,000
461 -	Utilities Gas & Electric	128,544
463 -	Utilities – Water/Garbage	3,640
472 -	Maintenance – Data Processing.....	25,000
	Billing Support & License Fees - \$16,200	
	Data Line Charge - \$600	
	VOD maintenance and support - \$8,200	
490 -	Leases	14,560
	Telephone Pole Attachment	
501 -	Dues & Memberships	6,000
	Society of Cable Television Engineers (SCTE) - \$1,000	
	San Bruno Chamber of Commerce - \$150	
	California Cable Television Association (CCTA) - \$4,850	
502 -	Meetings & Conferences	9,000
	National Cable Television Association, National Show - \$2,500	
	National Cable Television Cooperative Conference - \$2,500	
	Great Lakes (Billing Software) Users Conference - \$2,000	
	Society of Cable Television Engineers Conference - \$2,000	
503 -	Publications & Subscriptions	500
505 -	Staff Training	1,500
508 -	Personal/Professional Development	2,500

Cable Television Operations Division
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509 - Tuition Reimbursement	500
515 - Staff Recognition	500
519 - Promotional Expenses.....	22,500
523 - Special Projects/Events.....	22,000
Pole and Underground Vault Installation - \$15,000	
Install Partition Wall (Noise Barrier) in Tech Supervisor's Office - \$7,000	
524 - Sales and Marketing	30,000
8 direct mail advertising campaigns	
560 - Intergovernmental – Other.....	24,000
PenTV Annual Dues - \$22,000	
SAMCAT Dues - \$2,000	
563 - Pass-Through Fees	<u>343,982</u>
In-lieu of Franchise Fee (5% of Revenues) - \$314,985	
FCC Fees...\$7,404	
Copyright Fee...\$21,593	
Subtotal	\$715,431

INTERNAL ALLOCATIONS & TRANSFERS

571 - Self Insurance Allocation	\$165,000
573 - General Administrative	186,490
576 - Buildings & Facilities Maintenance Allocation	25,868
577 - Technology Support Allocation.....	42,973
578 - Allocate Central Garage	26,492
579 - Equipment Replacement	84,000
Equipment Replacement Reserve - \$84,000	
596 - Energy Debt Allocation	<u>3,726</u>
Subtotal	\$534,549

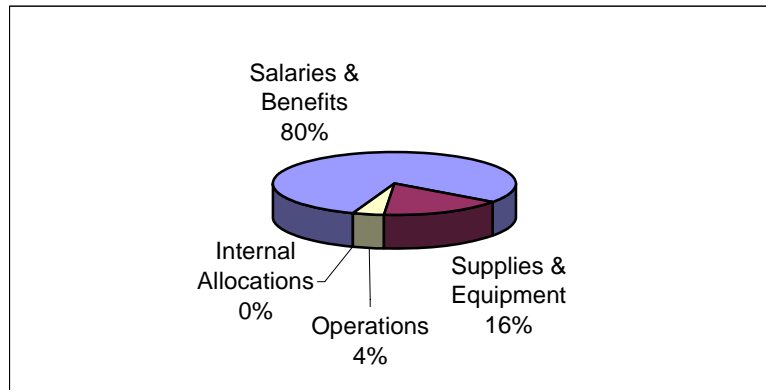
REFUNDS & NON-OPERATING

702 - Customer Overpayment	\$15,000
726 - Equity Earnings Transfer	<u>788,583</u>
Subtotal	\$803,583
DIVISION TOTAL.....	<u>\$7,879,173</u>

Cable Television Operations Division
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LOCAL ORIGATION
EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$108,477	\$105,957	\$130,972
Supplies & Equipment	29,050	24,000	26,650
Operations	6,100	5,447	6,990
Internal Allocations	25,000	15,535	0
	<u>\$168,627</u>	<u>\$150,939</u>	<u>\$164,612</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$95,735
111 - Part-time Temporary	4,845
167 - Management Leave Buy-out	3,813
200 - Employee Benefits.....	<u>26,579</u>
PERS Retirement, Medicare/FICA, Deferred Compensation, Insurances	
Subtotal	\$130,972

OPERATIONS

301 - Office Supplies	\$300
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Local Origination Division
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311 - Gas and Oil.....	550
313 - Uniforms and Safety Equipment.....	1,000
314 - Field Supplies	1,500
323 - Electronic Maintenance	1,700
350 - Tools and Equipment.....	21,600
Time Base Corrector - \$2,500	
Shotgun Microphone - \$500	
Sony Wireless Microphone Systems - \$1,000	
Apple Final Cut Pro 5 Edit System - \$11,000	
Canon XL2 Digital Video Camera - \$6,000	
LCD Monitors - \$600	
411 - Communications.....	100
461 - Utilities	900
501 - Dues & Membership	250
502 - Meetings & Conferences	1,500
National Association of Broadcasters	
503 - Publications & Subscriptions	300
505 - Staff Training	600
508 - Personal/Professional Development	500
518 - Community Programs.....	<u>2,840</u>
Subtotal	\$33,640
DIVISION TOTAL.....	<u>\$164,612</u>

TECHNOLOGY SUPPORT DIVISION

The Technology Support Division (TSD) of Cable Television is responsible for the planning, implementation, and daily management of the City's centralized data network and telephone system infrastructure and all related citywide technology applications.

PROGRAMS

Technology Support maintains and provides support for over 320 network accounts, over 500 pieces of peripheral equipment, and over 20 network applications on the Citrix Thin-Client network system located throughout City Hall and nine satellite locations: Library, Police, Fire Station 51, Fire Station 52, Cable Television, Public Works Corp Yard, Public Works Parks Yard, Recreation, and Senior Center. All users have access to standardized software applications, shared files and folders, email, and the Internet. The Division also maintains and supports the City's PBX (telephone system), voicemail network, and telephone calling plans, administers cell phone hardware and calling plans, maintains the City's website and web server, and assists with the operation of the City Hall heating and cooling system. The primary services provided include:

- **ON-GOING MAINTENANCE AND MONITORING**
Technology Support monitors network equipment, to provide 24/7 remote and direct access to the City's data network.
- **STAFF TRAINING**
The division trains City employees on network features and software to increase users' proficiency and comfort with technology.
- **CENTRALIZED HELPDESK**
The division provides tracking, prioritizing of support calls, delivers faster response time and departmental reporting.
- **CENTRALIZED ANTI-VIRUS SERVER**
The division controls a server that automatically updates antivirus definitions to all PCs and laptops.
- **CENTRALIZED PHONE MANAGEMENT**
The division maintains city-wide phone system allowing for the addition, subtraction, and modification of phone extensions and voicemail boxes. The division also manages cell phone and long distance calling plans.
- **CITY WEB SITE ADMINISTRATION**
Technology Support manages the City's municipal website by ensuring access, stability, and usability.

PRIORITY FOCUS

As an internal service, the division provides technology support to the City's various departments. To further the goals of the City's priority focus, the division's maintenance of the City network, phone systems, and website provide the tools necessary for departments to conduct business.

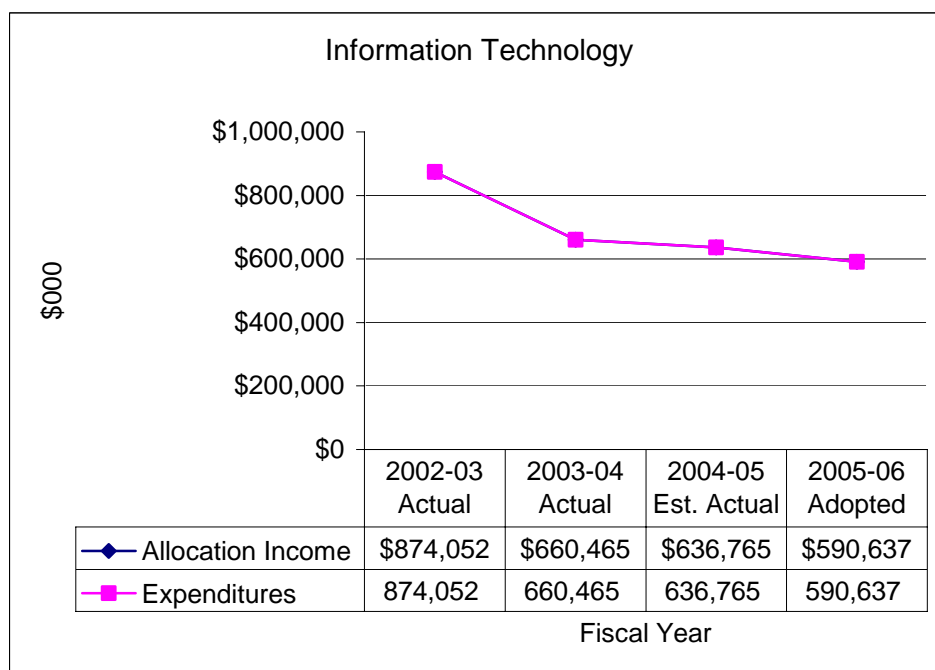
Technology Support Division

In 2005-06, the division will facilitate full implementation of the Geographic Information System (GIS) which offers computerized mapping of the City and benefits infrastructure improvement programs necessary to build a strong economic base.

Additionally, in 2005-06, the division will continue to maintain the City's online image through active management of the City website, www.sanbruno.ca.gov, and expand services to incorporate online bill payment and other initiatives by the City's service departments.

PROGRAM RESOURCES

For 2005-06 the Division will continue to operate in a maintenance mode with expenditures limited to items necessary to maintain the integrity and reliability of the network. Operating in this manner will reduce General Fund expenditures by approximately 14% compared to last year and a 34% reduction compared to two years ago.



REVENUE

The division is an Internal Service Fund, deriving its funding by allocating it's expenditures to user departments based on a formula. This Fund supports all City departments and centralizes costs associated with the operation of the City network and hardware and software replacement. This Fund also supports the information system personnel salaries and benefits and the contract costs for any outsourced labor. The revenues supporting this Fund are allocated to the user departments based on the number of network peripherals, telephone system connections in use, and department specific software or hardware needs or requests.

EXPENDITURES

The division will continue to operate in a maintenance mode. The integrity of the network is paramount. To this end, there are various networking components that must be upgraded to insure the continued smooth operation of City networking functions. Among those items is the purchase of two spare network routers and the purchase and installation of a new server to 'image' (or duplicate) production servers. This will enable rapid recovery of a malfunctioning unit.

Staffed with capable technicians, the division continues to promote efficient, self-reliant operations, eliminating the need to outsource regular maintenance work. The division, however, maintains an umbrella support contract for expert technical support in the event of an emergency, allowing for speedy resolution and reduction of network downtime. The contract allows for unlimited phone support to troubleshoot all of the data networking equipment.

PERSONNEL

Personnel Summary

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual	2004-05 Adopted
Information Technology Analyst II	1.00	1.00	1.00	1.00	1.00
Computer Support Technician	0.00	1.00	2.00	2.00	2.00
	1.00	2.00	3.00	3.00	3.00

The Division is staffed with one (1) Information Technology Analyst and two (2) Computer Support Technicians. In order to maximize the department's potential and reduce the total cost of ownership of the City's information technology investments, adequate support and resources are essential. In the past, the City utilized the services of an out-sourced network engineer. In October of 2003, this contract was cancelled and the Information Technology Analyst assumed the duties and responsibilities previously performed by the out-sourced engineer. To augment the staffing resources due to the elimination of the out-sourced contract a second computer support position was authorized and filled. This continues to be an effective and reliable operating structure for the division.

2004-05 ACCOMPLISHMENTS

- ✓ Replaced outdated and over-burdened servers with Storage Area Network (SAN) technology to add stability, scalability, performance, reliability, security, and capacity.
- ✓ Upgraded the operating system for critical servers from current NT 4.0 to Server 2003 and Active Directory.
- ✓ Upgraded Outlook email client to Outlook 2003.
- ✓ Implemented Fire Departments County interface CADLink.
- ✓ Documented CATV internal network and provide assistance to CATV staff in matters related to ISP equipment and operation.
- ✓ Pilot program for Geographical Information System (GIS): Acquired equipment, installed and configured network access, tested, and rollout system. GIS has completed its first pilot year and will expand access to additional users and departments.
- ✓ Assumed responsibility of administration of City's website. In-house administration will allow integration with current departmental databases and information.
- ✓ Assumed responsibility of City issued cell phones and calling plans.
- ✓ Processed over 2,000 helpdesk support calls in addition to network maintenance functions.

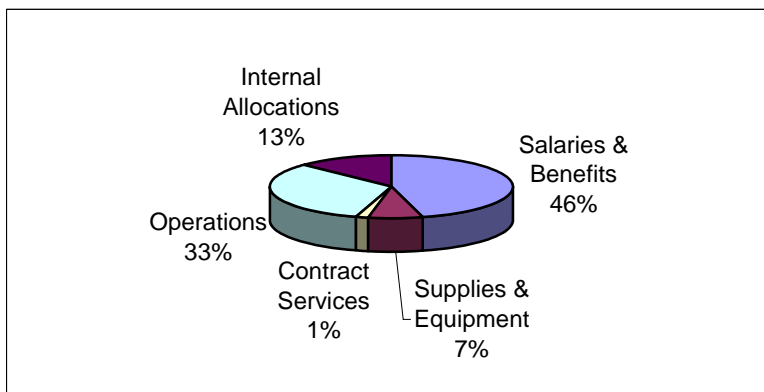
2005-06 GOALS & OBJECTIVES

- ❑ Provide customer support to City staff on all network applications, equipment, telephones and other related services.
- ❑ Provide enhanced web site access and usability. Incorporate new navigation and page statistics features, redesign of Municipal Code section, increased use of interactive forms, and use of customer relationship management (CRM) to gain a better understanding of our citizen's concerns, needs, and comments.
- ❑ Conduct research and coordinate computer related purchases of software, hardware and services for users.
- ❑ Provide technical support and design assistance in the modernization and rebuilding of the emergency operations center (EOC) located in City Hall.
- ❑ Continue to coordinate City staff computer training needs.
- ❑ Acquisition and installation of new Internet security appliance (Firewall) to replace

current outdated unit.

- ❑ Maintain the City's PBX (telephone) network and voicemail system and ensuring continued stability.
- ❑ Implement disaster recovery plan to ensure continued critical operations in the event of emergency.

EXPENDITURES BY CATEGORY



	2004-05 Request	2004-05 Projected	2005-06 Adopted
Salaries & Benefits	\$250,804	\$232,430	\$270,852
Supplies & Equipment	101,500	83,500	43,300
Contract Services	24,000	29,097	8,600
Operations	185,461	177,904	192,885
Internal Allocations	75,000	75,000	75,000
	<u>\$636,765</u>	<u>\$597,931</u>	<u>\$590,637</u>

SALARIES & BENEFITS

101 - Salaries & Wages	\$202,859
122 - Overtime	500
167 - Management Leave Buyout.....	3,180
200 - Employee Benefits.....	<u>64,313</u>
PERS retirement, Medicare/FICA, deferred compensation, and insurances	
Subtotal	\$270,852

SUPPLIES & EQUIPMENT

301 - Office Supplies	17,500
302 - Copier Charges	500

351 - Networking Equipment	<u>25,300</u>
Disaster Recover Equipment – \$ 17,000	
Spare Cisco routers - \$ 3,700	
FTP Server – used for imaging of other servers - \$2,600	
Tapes, cabling, spare hard disks, misc. equipment - \$ 2,000	
Subtotal	43,300

CONTRACT SERVICES

401 - Professional Service	8,600
Project Work - Network Engineer - \$5,000	
Project work – Installation & Configuration of Firewall/data switches - \$3,600	

OPERATIONS

405 - Contracted Training	13,500
Training on computer software applications in various City departments	
CRW/TrakIT extensive staff training - \$6,000	
In-house and offsite training resources - \$7,500	
407 - Internet Service Fees	140
Internet service provider to host City website	
411 - Communications	3,643
Annualized costs for modem lines for City network servers, cell phone charges, and various voice lines	
412 - Postage	550
423 - Mileage Reimbursement.....	300
471 - Office Equipment Maintenance	2,600
Repair and maintenance of various departmental computer & office equipment	
472 - Network Equipment Maintenance.....	108,616
Network Server Maintenance - \$4,200	
Telephone Network Maintenance - \$14,600	
Network/Citrix Support - \$16,195	
Finance Department Software Support - \$70,337	
Finance Department Xiox Call Accounting Software - \$3,284	

Technology Support Division
707.67070

478 - Software License Fees	51,336
Network Software - Renewals	
Citrix Systems Metaframe - \$4,600	
Norton Anti-virus (Network 170 users) - \$2,775	
Veritas Backup Exec (License) - \$2,668	
Veritas Backup Exec (Support) - \$1,100	
WinZip - \$800	
Network Software – One time purchase	
ArcView GIS User License (3) - \$7,500	
Microsoft Server Licenses (Citrix, WebEmail, Project 2003) - \$2,250	
Project Professional License (3) - \$1,800	
Misc. (network monitoring, traffic control, remote access) - \$4,050	
Total Network - \$27,543	
Departmental Software - Renewals	
Codemaster (City Clerk) - \$2,100	
IBM Universe (Finance) – \$3,257	
CRW Associates - TrakIt (Various Departments) - \$5,300	
MetroScan (Various Departments) - \$6,460	
RecWare Safari (Recreation) - \$5,001	
SunPro Aether Systems (Fire) - \$1,675	
Total Department Software - \$23,793	
501 - Dues & Memberships	100
Municipal Information Systems Association of California (MISAC),	
502 - Meetings & Conferences	900
Seminars and meetings associated with technology	
503 - Publications & Subscriptions	900
505 - Staff Training	7,500
Technology support staff training on Microsoft applications, HTML web editing,	
Networking, telephone system and storage area network equipment.	
508 - Management Professional Development.....	500
509 - Tuition Reimbursement	<u>2,300</u>
Subtotal	\$192,885

INTERNAL ALLOCATIONS & TRANSFERS

579 - Equipment Replacement Transfer.....	\$70,000
596 - Energy Allocation.....	<u>5,000</u>
Subtotal	\$75,000
DIVISION TOTAL.....	<u>\$590,637</u>

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Non-DEPARTMENTAL

GENERAL NON-DEPARTMENTAL

GENERAL EQUIPMENT RESERVE

GENERAL LONG TERM DEBT SERVICE

Non-Departmental

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NON-DEPARTMENTAL

PROGRAMS

The Non-Department activity is responsible for the budget expenses benefiting the general operations of the City and not assigned to an individual department. Special non-department charges relate to the General Fund allocation for self-insurance costs, the retiree medical reimbursement program, and principle and interest payments for the City Hall remodeling and update project.

- **RETIREE MEDICAL AND SEPARATION PAY**
This program makes payments for benefits to separated employees eligible for MOU benefits.
- **SELF-INSURANCE FUND ALLOCATION FROM GENERAL FUND**
This allocation provides payment for city employees workers' compensation claims, liability claims processing and settlement.
- **LEASE PURCHASE PAYMENTS**
Allows for payments to be made to the lender without late penalties.

SALARIES & BENEFITS

169 - Separation Pay\$230,309

OPERATIONS

514 - Retiree Health Insurance51,000

560 - Intergovernmental - Other26,000
County property tax collection fee

Subtotal\$77,000

INTERNAL ALLOCATIONS & TRANSFERS

571 - Self – Insurance Allocation1,379,390

593 - Lease – Purchase Payments.....273,000
Principle and interest payment for City Hall remodeling project

Subtotal\$1,652,390

GRAND TOTAL\$1,959,699

Non-Departmental

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EQUIPMENT RESERVE

PROGRAMS

The Equipment Reserve Fund was established to provide for the orderly and routine replacement of equipment used by City departments at the end of its useful life. This fund receives annual contributions, identified as Annual Equipment Reserve expenditures, sufficient to insure that cash will be reserved and available for replacement of individual items of equipment. The annual department transfers allow a more accurate statement of the annual cost of providing each department's services.

- **EQUIPMENT REPLACEMENT**

The replacement of fully depreciated equipment for all City departments.

The Equipment Reserve is maintained for the replacement of vehicles, major capital equipment, building infrastructure components (roofs, heating and air conditioning systems), and computer equipment. The Fund maintains reserves for eleven General Fund departments (and division) and three internal service funds (Central Garage, Buildings & Facilities Maintenance, and Technology Development).

613 - Vehicular Equipment	\$110,809
Cushman utility vehicle, item #1100-494-95323 - \$10,209	
¾ ton pickup truck with hoist, item #1100-493-95373 - \$25,200	
Unmarked Police vehicle, item #5100-493-95461 - \$20,000	
One ton cab with chassis, item #2100-493-95475 - \$32,600	
¾ ton pickup truck, item #2500-493-95163 - \$22,800	
614 - Other Equipment	212,314
Recreation Center generator, item #0800-496-99009 - \$25,000	
Restroom doors and locks, item #1100-494-94043 - \$4,858	
Picnic site barbeques, item #1100-494-94224 - \$4,737	
Senior Center generator, item #0800-496-99166 - \$90,000	
Play Equipment, item #1100-494-93674 - \$81,673	
Fitness Equipment, item #1200-494-93249 - \$2000	
Pool blanket, item #1200-494-93883 - \$4,046	
615 - Data Processing Equipment	<u>13,200</u>
Copy machine, item #5100-491-95873 - \$13,200	
GRAND TOTAL	<u>\$336,323</u>

General Long Term Debt Service

EQUIPMENT DETAIL

Cushman Utility Vehicle
Department/Division: Parks Maintenance
Item Replaced: #1100-494-95323
Cost: \$10,209

Replaces inoperable utility vehicle used for parks cleanup and ball field preparation. This vehicle is needed to access turf and sports field areas that a truck cannot.

$\frac{3}{4}$ Ton Pickup Truck with Hoist
Department/Division: Parks Maintenance
Item Replaced: #1100-493-95373
Cost: \$25,200

Replaces existing $\frac{3}{4}$ ton pickup truck with dump bed that was purchased in 1995. This vehicle is used for carrying equipment, supplies, and refuse from the remote parks on a daily basis.

Unmarked Patrol Vehicle
Department/Division: Police
Item Replaced: #5100-493-95461
Cost: \$20,000

Replaces existing unmarked police vehicle originally purchased in 1997.

One ton Cab and Chassis with Dump
Department/Division: Streets
Item Replaced: #2100-493-95475
Cost: \$32,600

Replaces existing one ton cab and chassis with dump bed originally purchased in 1997. This vehicle is used daily by the construction crew for the maintenance and repair of the city's streets and sidewalks and is also programmed to the standby vehicle used by employees responding to after hour's emergency callouts.

$\frac{3}{4}$ Ton Pickup Truck
Department/Division: Central Garage
Item Replaced: #2500-493-95163
Cost: \$22,800

Replaces existing $\frac{3}{4}$ ton pickup that was purchased in 1991. This vehicle is used as a road service vehicle and for general transportation.

Recreation Center Generator

Department/Division: Building and Facilities

Item Replaced: #0800-496-99009/82817

#0800-491-94330

Cost: \$25,000

Replaces an 8 Kilowatt generator to supply the War Memorial Recreation Center with electricity in the event of a power outage. This facility is a designated shelter in the event of an emergency and there is currently no backup power supply to guarantee that the facility could be used in the event of an emergency.

Restroom Doors and Locks

Department/Division: Parks Maintenance

Item Replaced: #1100-494-94043/93873

Cost: \$4,858

Replaces the existing doors and locks in four public restrooms with new doors and electronic auto locking systems. This will eliminate the need for staff to physically lock the restrooms each day.

Picnic Site Barbeques

Department/Division: Parks Maintenance

Item Replaced: #1100-494-94224

Cost: \$4,737

Replaces seven again park barbeques located in the reserved picnic site areas of San Bruno City Park . The existing metal barbeques have corroded and must be replaced due to age and are needed to sustain the viability of revenue related to picnic site rentals.

Senior Center Generator

Department/Division: Building and Facilities

Item Replaced: #0800-496-99166

Cost: \$90,000

This is a new purchase that could be funded from the Buildings and Facilities equipment reserve fund. The addition of a 75 Kilowatt generator to supply the Senior Center with power in the event of a power outage. This facility is a designated shelter in the event of an emergency and there is currently no backup power supply to guarantee that the facility could be used in the event of an emergency.

Play Equipment

General Long Term Debt Service

Department/Division: Parks Maintenance
Item Replaced: #1100-494-93674/93939/94003/94035/
94036/94037/94038/94791/95034/95035
Cost: \$81,673

Replaces again play equipment that is no longer up to current standards or that has been removed due to safety issues in City parks. Funding will be combined with grant funding and put into Capital Improvement Projects to upgrade City playgrounds.

Fitness Equipment
Department/Division: Recreation Services
Item Replaced: #1200-494-93249
Cost: \$2,000

Replaces outdated pieces of exercise equipment at the Recreation Center which are used on a regular basis.

Pool Blanket
Department/Division: Recreation Services
Item Replaced: #1200-494-93883/94352
Cost: \$4,046

Replaces the current pool blanket that is damaged beyond repair. The pool blanket is a necessity as it prevents safety hazards that are present when the pool is not covered.

Copy Machine
Department/Division: Police
Item Replaced: #5100-491-95873
Cost: \$13,200

Replaces current copy machine that is due for replacement.

GENERAL LONG-TERM DEBT SERVICE

PROGRAMS

The debt service fund is responsible for the accumulation and payment of funds for the City's long-term debt. Revenues for this fund consist of transfers from other City funds related to specific debt items. Disbursements from this fund are for the payment of principle amounts and interest expenses on lease/purchase agreements.

- **FIRE AERIAL LADDER AND PUMPER**
60-month lease payments for aerial ladder and pumper for Fire department personnel.
- **ENERGY CONSERVATION PROJECT**
120-month lease payments for energy conservation items installed throughout all City facilities.
- **CITY HALL REMODELING AND UPDATE PROJECT**
120-month lease payments for the remodeling and update of City Hall.

INTERNAL ALLOCATIONS & TRANSFERS

591 - Principle Payment on Debt	\$413,693
Fire Apparatus Lease/Purchase - \$139,353	
ESCo Lease/Purchase - \$125,809	
City Hall Remodeling and Update Project Lease/Purchase - \$148,531	
592 - Interest Payment on Debt	<u>103,547</u>
Fire Apparatus Lease/Purchase - \$2,776	
ESCo Lease/Purchase - \$46,212	
City Hall Remodeling and Update Project Lease/Purchase - \$54,559	
GRAND TOTAL	<u>\$517,240</u>

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